



# FBackup

Take full control of your backup

## FBackup User Manual

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# FBackup User Manual

for FBackup version 4

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by Softland

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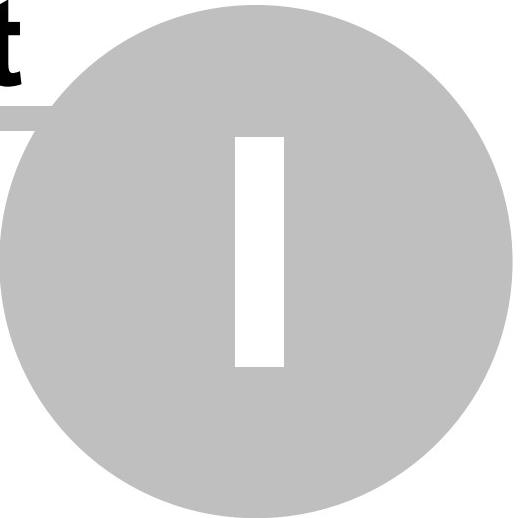
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## **Introduction**

**Part**



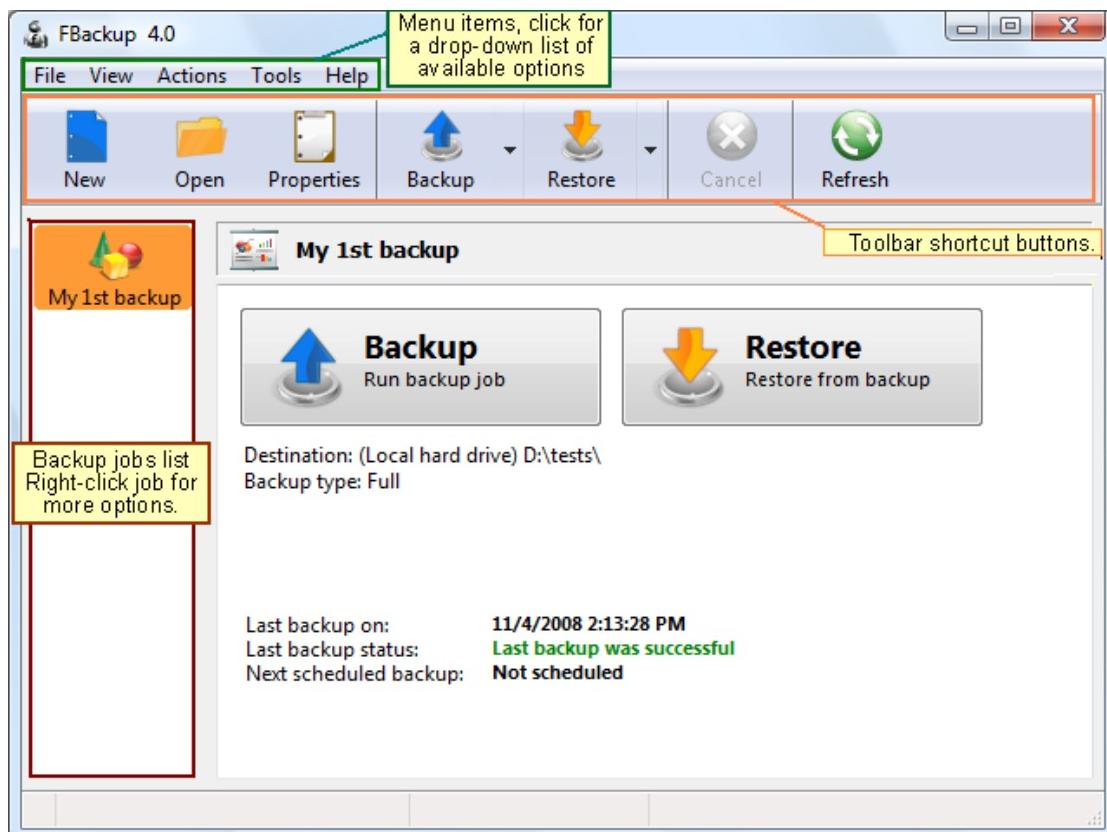
I

# 1 Introduction

## 1.1 Product Description

For more information on using FBackup please refer to our user manual (PDF format): [FBackup User Guide](#)

FBackup is an award-winning backup software for Windows. FBackup protects your valuable data from partial or total loss by automating backup tasks, password protecting and compressing it to save storage space. Using FBackup you can easily backup to any local or network drive, or other removable media (such as USB or Firewire drives).



FBackup can backup open/locked files(if the files are located on local partitions on Windows XP/2003) and it can perform full and mirror backups. When defining a backup you can also set file filters and schedule the backup for automatic execution.

There is also the option to run predefined backups, such as My Documents, My Pictures, Internet Explorer Favorites, Mozilla FireFox Profiles, Mozilla Thunderbird or Outlook Express emails and settings.

FBackup has ZIP64 support (can create backups over 2 GB) and creates standard zip files, meaning that you can access it with any zip compatible utility.

FBackup keeps track of file versions. You can easily restore any version of files or a whole folder. You can filter files to be restored.

FBackup tests the backup files automatically to ensure the backup is safe and correctly executed (uses CRC32).

FBackup works with any drive letter, including mapped network drives and UNC paths.

FBackup runs on Windows 2000/2003/XP/Vista and offers multi language support.

## 1.2 System Requirements

To install FBackup you need Windows 2000/XP/Server 2003 or Windows Vista and at least 20 megabytes of free disk space. Installing additional language files may increase the space requirements.

Because the application uses zip compression, additional disk space is needed for the temporary directory. The amount of free space depends on the size of files to backup.

Note: FBackup can backup open files only if installed on Windows XP, Windows 2003 Server or Windows Vista and if the files are on NTFS partitions. FBackup works on Windows 2000 too but this feature will not be available on these systems.

## 1.3 Installation

### Install

To install FBackup on a computer you need to have administrative rights. The installation process does not take much time. All you need to do is to follow the instructions of the FBackup **Setup Wizard**. There is no need to reboot at the end of the setup, you can run the program right after it is installed on your machine.

If you have already installed an older version of FBackup, you can install the new version on top of the older one, no need to uninstall it (the installer will recognize if the program is running and ask if you wish to close it in order to continue). You might need to close FBackup manually if it is in a middle of an operation.

Note: If you have version 3.x (or previous) installed, you can install version 4.x without uninstalling the other one. FBackup 4 will be installed and run separately, and will give you the option to import your backup jobs/groups from the previous versions.

When you start the installation process you will be prompted to choose a language for the setup wizard. Later during the setup you can check to install other language files too. If you install multiple language files, FBackup will use the selected language as the default one. After installation, to switch between them, go to FBackup's menu, select **Tools->Options->General**.

Steps during installation:

- 1) **Select setup language** - you need to choose from the drop-down box a language for the setup wizard
- 2) **Setup welcome message** - press **Next** to continue
- 3) **License agreement** - shows the FBackup **EULA**. After you read and accept it, check the **I accept the agreement** option and click **Next** to continue.
- 6) **Select additional tasks**
  - i) **Create a desktop icon** - checked by default, places a shortcut on desktop
  - ii) **Associate FBackup 4 with the ".fkc" extension** - checked by default, will associate the .fkc files with FBackup (".".fkc" are catalogs created by FBackup after each backup)
  - iii) Start on Windows startup - if checked FBackup will load each time Windows starts
  - iv) **Create a Quick Launch icon** - checked by default, places an icon in the Quick Launch toolbar
- 8) **Select languages for the interface** - you can check to multiple languages for FBackup's

interface

9) **Select default interface language** - if multiple languages were selected, you need to select a default one

10) **Ready to install FBackup.** Click on Install to start the installation.

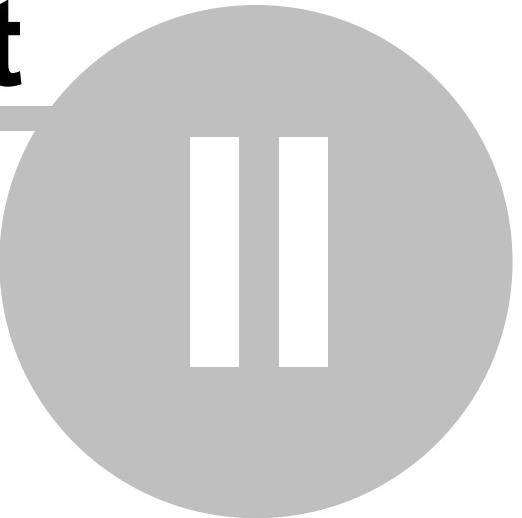
### **Uninstall**

To uninstall FBackup, first you need to close the application. Then go to the FBackup application group (from the **Windows Start -> Programs -> menu** and click **Uninstall**).

You can also uninstall FBackup using the Add/Remove Programs option from **Start->Settings->Control Panel**.

## **Getting Started**

**Part**



II

## 2 Getting Started

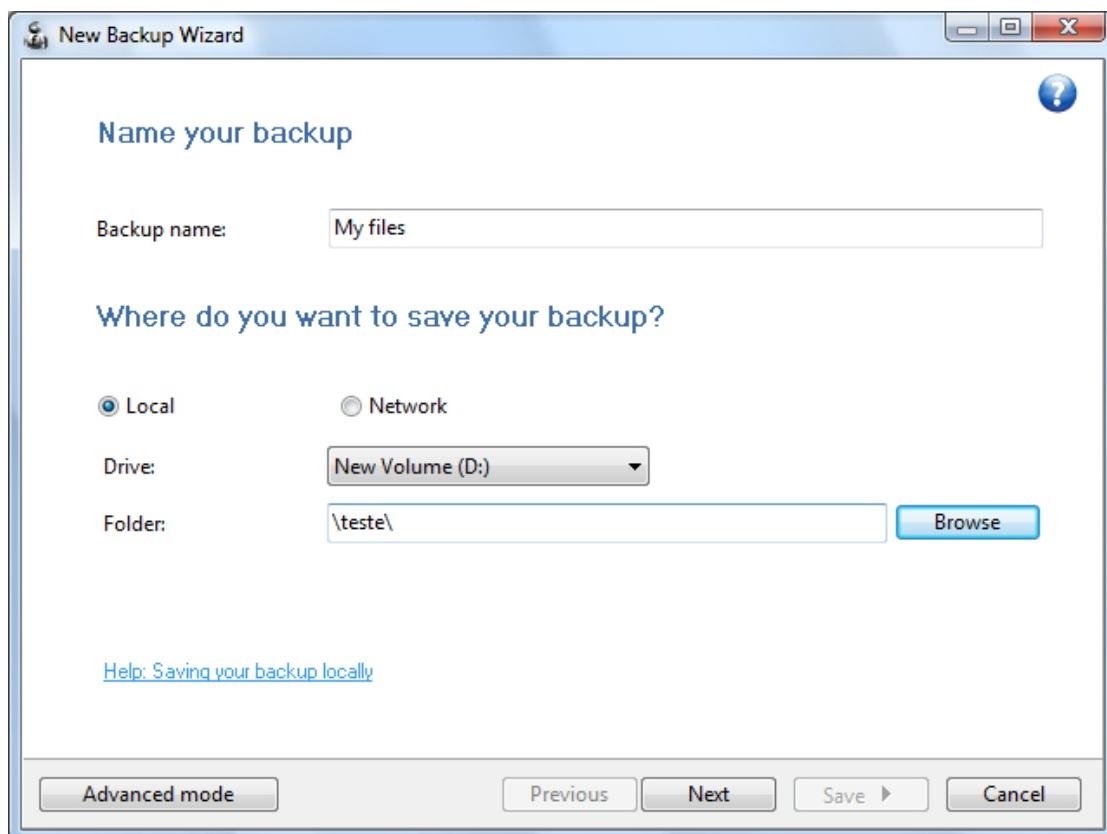
### 2.1 How to Configure a New Backup?

To create a new backup job, click on the **New Backup Wizard** toolbar button (  ). For each backup job you must specify at least its name, a valid storage destination and the source files (first two steps of this wizard), the rest of the options not being mandatory. In **New Backup Wizard**, you can switch anytime to **Advanced mode** for more configuration options.

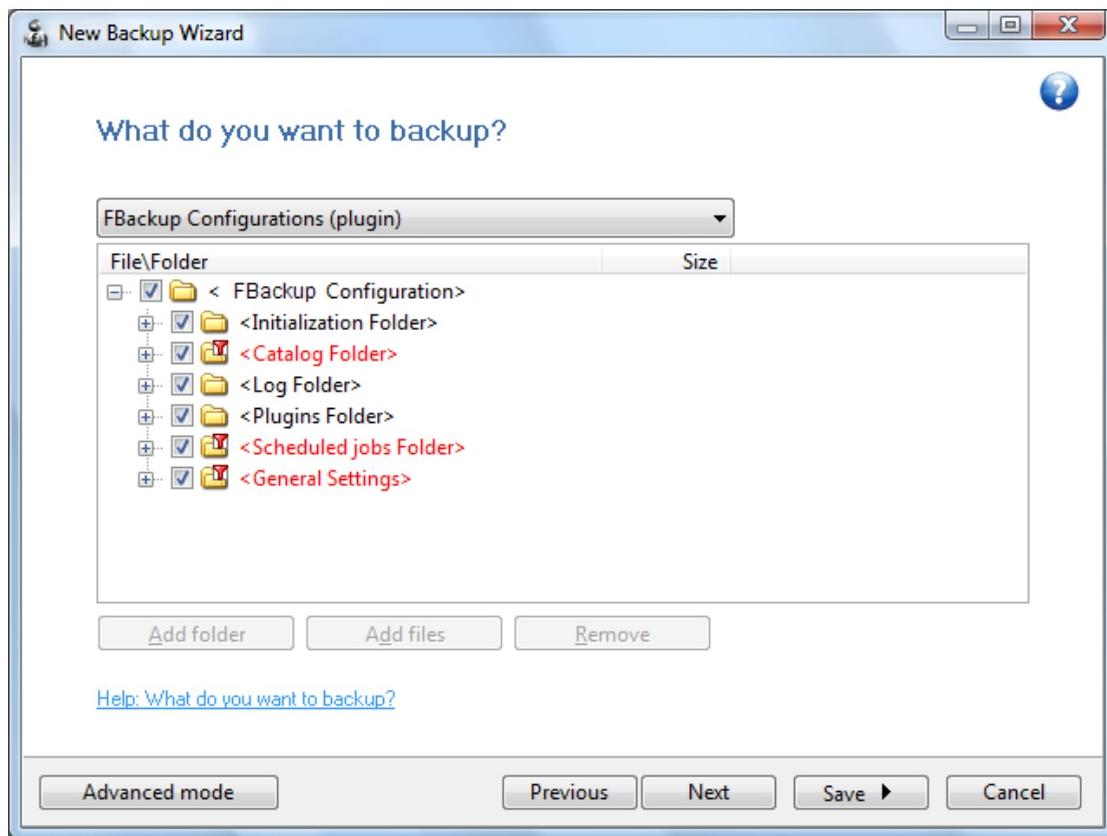
These are the steps you must perform in the **New Backup Wizard**:

- 1) Enter the name of the backup in the **Backup name** field and select a location where you want to save the backup. You can choose as destination:
  - your local hard drive (**Local**)
  - a network computer (**LAN**)

Click **Next** to go to the following step.



- 2) Select the files and folders you want to backup (sources of the backup) or choose a predefined backup from the drop down list and click **Next**.



**3)** Select how do you want to backup. You can also use encryption for the backup types that creates zip files.

## 2.2 How to Run a Backup Job?

To start a backup click the **Backup** button (  ) from the application's toolbar or press F6.

During the execution of the backup, you will see a **Backup** image appear in front of the icon chosen for the backup job. If the backup is finished successfully (without errors and warnings) this image will disappear restoring the initial view of the backup jobs' icon.



If one or more files could not be backed up (not enough user rights etc.), then the **Warning** icon appears in front of the default backup job icon, after the backup finished. Read the log files (from **View->Job Logs->Last Backup log**) for details about the files that were not backed up. The **Warning** icon will disappear when the backup is executed again and all files were backed up.



If an error occurred during backup and the backup was aborted, the **Error** icon appears in front of the backup job. Read the log files (from **View->Job Logs->Last Backup log**) for details about the errors. The icon will disappear when the backup is executed again and the execution is successful.



## 2.3 How to Manage Backup Jobs?

### Copy an Existing Backup Configuration

You can use the **Create Like** (Ctrl+L) option from the **File** menu to create a duplicate of the selected backup job and after that you can easily modify its configuration. This option can also be selected from the right-click menu of the backup job.

### Modify a Backup Job Configuration

First you must select the backup job you wish to modify. Then press the **Properties** button (  ) from the application's toolbar. This will open the **Backup Properties** window. You can also change its configuration by choosing **Properties** from the right-click menu of the backup job. After the **Properties** window is opened, go to the page with the settings you want to modify.

### Delete a Backup Job

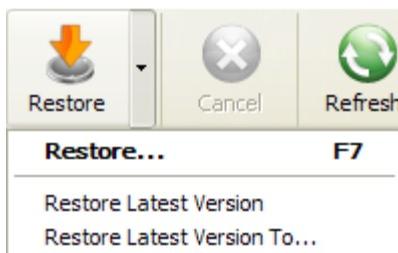
Select the backup job you want to delete and select **Delete Backup** option from the **File** menu. Another possibility is to choose **Delete** from the right-click menu of the backup job. Files and folders from the source and destination will not be deleted, by any of these operations.

## 2.4 How to Restore from a Backup?

With FBackup you can do the following restore operations:

- restore the latest version of all files
- filtered restore
- restore the latest version of a particular file
- restore the latest version of multiple selected files

To make a full or a filtered restore start the **Restore Wizard** by pressing the **Restore** button (  ) from the application's toolbar. You can restore to the original location or to a different location of your choice.



Beside files, folder information is also added to backup, so a restore process can recreate the original folder structure.

## 2.5 How to Password Protect a Backup?

Passwords are used to protect your backup files from unauthorized access.

### Setting the Password

The **Encryption Settings** window is shown in the **Compression** page under the **Type** section of the **Backup Properties** window or in the **New Backup Wizard**.

By default the **No encryption** option is selected.

The **Zip(2) compatible encryption** is compatible with all third party zip applications.

When choosing a password, it is recommended that you use a combination of letters and numbers and at least a 6 character long password.

You should manually enter the password in the **New password** field and re-enter it in the **Confirm new password** field to avoid typing errors.

The **Old password** field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field.

This way only the owner of the backup will be allowed to change the password.

The system makes it possible to set different passwords for the same backup job, so the backup may contain zip files with different passwords. FBackup does not store passwords. Make sure that you remember all passwords that have been used for a backup job, or you will not be able to restore your files.

### How to Remove the Password?

In the **Backup Properties->Compression** page, go to **Encrypt the zip file** section, select the **No Encryption** option and enter the password that you used in the **Old password** field. You cannot remove the password if you don't provide the old one.

### Using Passwords when Restoring

During the restore process of backups with password protection, the **Enter Password** dialog will appear. Enter the password and press **OK**. If you do not know the password for this backup number you can:

- press **Skip backup** to go to the next archive - the restore may be incomplete in this case.
- press **Stop restore** to stop the whole process - the restore will be incomplete, because only a part of the files were restored.

## 2.6 How to Schedule a Backup?

You can schedule a backup from the **Backup Properties** window.

Open the **Backup Properties** window by pressing the **Properties** button (  ) from the application's toolbar and go to **Scheduler** page.

				Refresh	Add	Edit	Delete	Schedule
Enabled	Action	Job Name	Status					
<input checked="" type="checkbox"/>	Execute default backup	fba_My files.job	Status not available for Standalone					

In order to add a new scheduled backup press the **Add** button and select the needed configuration in the newly opened window.

After defining the scheduled backup you must set its run time by pressing the **Schedule** button. If you skip this step the default Windows value will be used (usually is Daily at 9:00 am) .

## 2.7 How to Backup to USB or Firewire drives?

You can backup your data to an USB or Firewire drive and from an USB or Firewire drive using FBackup. This is a practical backup destination as it allows you to store important files to external devices, offering increased portability. It can be considered as an additional protection against data loss as the result of hardware failure or other disasters.

There are external USB hard drives with performance comparable to conventional hard drives. These portable drives (called enclosures) are composed of devices that connect through USB on one side and to conventional hard drives on the other side. A hard drive is installed into the enclosure and then the enclosure is plugged into the computer, thus creating a normal USB backup device. Given the size of nowadays hard drives, this can be considered a mass storage device for backup purposes.

There are external hard drives that beside the USB technology use also Firewire as a connection port. On one side Firewire hard drives tend to have increased speed over USB, but on the other side USB ports are more common on computers.

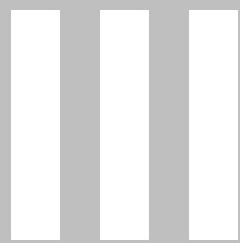
### **Steps in backing up to USB drive with FBackup:**

- 1) **Start your USB device.** Before starting the backup process make sure that the USB drive is started and working. Usually the enclosure should have a start button and display the status of the drive using led displays. When it is started a green led should be lighted.
- 2) **Make sure your drive is formatted.** If you have just purchased the drive and didn't use it yet, you might have to format it (only if you didn't use it before, since formatting will erase everything from it). Formatting the USB drive in Windows Vista:
  - Go to Start->Settings->Control panel->System and Maintenance->Administrative Tools->Computer Management
 If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
  - Under **Storage** click **Disk Management**
  - To format the volume with the default settings, in the **Format** dialog box, click **OK**, and then click **OK** again.
  - **Test** to see if the drive is now recognized by going to **Windows Explorer** (a new drive letter should appear)
- 3) **Configure FBackup.** If the drive is formatted and recognized by Windows, it will be recognized by FBackup too. Now, to backup to the USB drive you should define a backup job in FBackup that has the destination set to the USB drive. To ensure this, please select the backup job you want to run, press **CTRL+P** in order to open the **Backup Properties** window and select the **USB and Firewire** page under **Destination**. Select a drive from the **External**

**hard drive** drop down list. You can also define a new backup job and in the "Where do you want to save your backup" section, select the USB drive.

## **Backup Types**

**Part**



## 3 Backup Types

### 3.1 Backup Types

FBackup stores a summary snapshot of the file information into a backup catalog file (".**fkc**") each time a backup is executed. For every file backed up, the snapshot contains the file name, size and attributes as well as the date and time of creation, latest modification and latest access. Legacy backup applications inspect each file's archive flag to identify which files have been changed. FBackup will not interfere with any other backup software, because it does not read or change the archive flag, it uses the catalog file to decide which files have to be backed up and which not.

#### **Full Backup**

Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up. Because full backup stores all files and folders, frequent full backups result in faster and simpler restore operations. Remember that when you choose other backup types, restore jobs may take longer.

#### **Mirror Backup**

A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer.

**Main Window**

**Part**



**IV**

## 4 Main Window

### 4.1 Commands

#### Toolbar

The toolbar contains a selection of the most important FBackup functions.



**New** - starts the New Backup Wizard



**Open** - creates a new backup job from the opened ".fkc" or ".ini" file



**Properties** - opens a dialog to edit the backup job configuration



**Backup** - starts the backup process for the currently selected backup job. Clicking the small arrow displays the following drop-down menu:

- **Make** - performs the backup type defined in backup properties
- **Make Full** - performs a full backup regardless of the backup type



**Restore** - starts the **Restore Wizard**

- **Restore Latest Version** - restores the latest version to its original location without showing the Restore wizard
- **Restore Latest Version To** - restores the latest version to another location (prompts for one) without showing the Restore wizard



**Cancel** - cancels the backup, test or restore process



**Refresh** - reloads the backup catalog

#### Menu commands

##### **File**

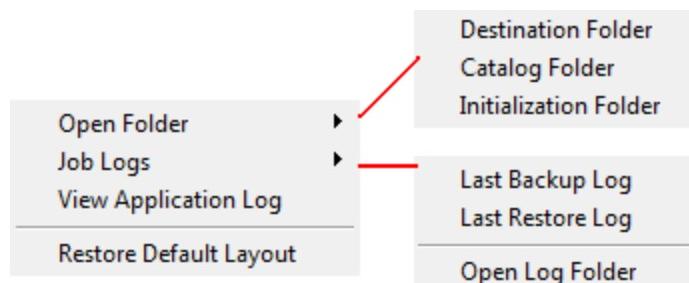
	<b>New Backup...</b>	Ctrl+N
	<b>Open Backup...</b>	Ctrl+O
	<b>Create Like</b>	Ctrl+L
	<b>Create Shortcut...</b>	
	<b>Delete Backup</b>	Ctrl+Del
	<b>Properties...</b>	Ctrl+P
	<b>Exit</b>	

- **New Backup...** starts the **New Backup Wizard**, same as the New toolbar button or keyboard shortcut **Ctrl+N**
- **Open Backup...** creates a new backup job from the opened ".fkc" or ".ini" file, same as the **Open** toolbar button or the keyboard shortcut **Ctrl+O**
- **Create Like** duplicates the selected backup job, same as the toolbar button **Create Like** or the keyboard shortcut **Ctrl+E**
- **Create Shortcut...** creates a shortcut to a backup job (for easy backup execution from outside the program) on your desktop, quick launch or other location
- **Delete Backup** - removes the current selected backup, same as the toolbar button **Delete** or the keyboard shortcut **Ctrl+Del**
- **Properties...** opens the backup properties window, same as the toolbar button **Properties**

or the keyboard shortcut **Ctrl+P**

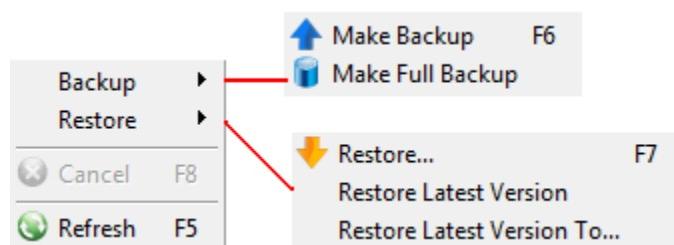
- **Exit** - exits the application, same as the keyboard shortcut **Alt+F4**

## View



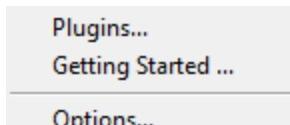
- **Open Folder** - shows list of folders that can be opened with **Windows Explorer**
  - **Destination Folder** - folder containing the destination files
  - **Catalog Folder** - folder containing the ".fkc" files
  - **Initialization Folder** - folder containing the ".ini" files
- **Job Logs** - contains a list of available logs
  - **Last Backup Log** - shows the latest backup log for the selected backup job. If there is no log file, the menu is disabled.
  - **Last Restore Log** - shows the latest restore log for the selected backup job. If there is no log file, the menu is disabled.
  - **Open Log Folder** - opens **Windows Explorer** showing the contents of the log folder
- **View Application Log** - shows the application's log file. If there is no log file, the menu is disabled.
- **Restore Default Layout** - restores FBackup's windows size, position and columns

## Actions



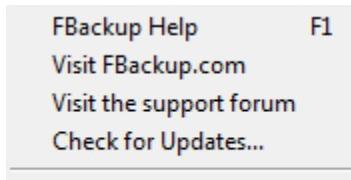
- **Backup**
  - **Make Backup** - starts the backup process for the selected backup job, same as the Backup toolbar button or keyboard shortcut F6
  - **Make Full Backup** - performs a full backup regardless of the backup type
- **Restore**
  - **Restore...** - starts the Restore wizard same as the Restore toolbar button or the keyboard shortcut F7
  - **Restore Latest Version** - restores the latest version to its original location without showing the Restore wizard
  - **Restore Latest Version To...** - restores the latest version to another location (prompts for one) without showing the Restore wizard
- **Cancel (F8)** - cancels the backup, test or restore process, same as the Cancel toolbar button
- **Refresh (F5)** - reloads the backup catalog

## Tools



- **Plugins** - opens the Manage Plugins window
- **Getting Started** - opens the Getting Started window
- **Options** - opens the **Options** window

## Help



### About FBackup

- **FBackup Help (F1)** - opens the help file
- **Visit FBackup.com** opens the FBackup website
- **Visit the support forum** opens the forum page
- **Check for updates** - displays a window with the available updates
- **About FBackup** - opens the About box of FBackup

## 4.2 Getting Started

This window is displayed when you first run FBackup. You can also access this window if you select **Getting Started** from the **Tools** menu.

There are two large buttons for backup and restore and a list of articles about FBackup.

### Backup

Press this button to create or run backup jobs.

#### **Create a new Backup**

Press the **New** button to start creating a new backup job using the New Backup Wizard.

#### **Run Selected Backup**

Select an existing backup job from the list and press **Backup** to run the selected job.

### Restore

#### **Open an Existing Backup**

Use the **Open** button to recreate a backup job from the backup catalog (.fkc) or from the initialization file (.ini).

The recreated backup job will be added to the backup list.

#### **Restore Selected Backup**

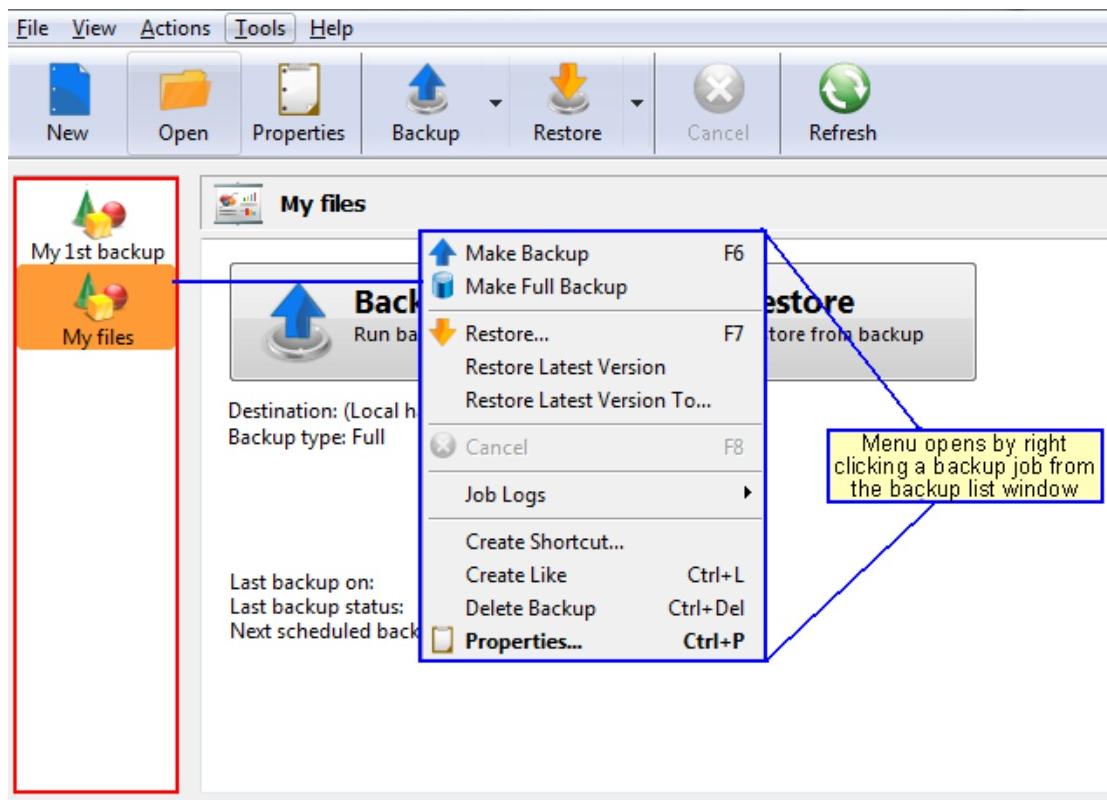
Select an existing backup job from the list and press **Restore** to open the Restore Wizard.

If you don't want to show the **FBackup Startup** window next time you open FBackup, uncheck the **Show this dialog at next start** option.

By default this option is checked.

## 4.3 Backup List

**Backup list** contains all the defined backups visible in the left side of FBackup's main window.



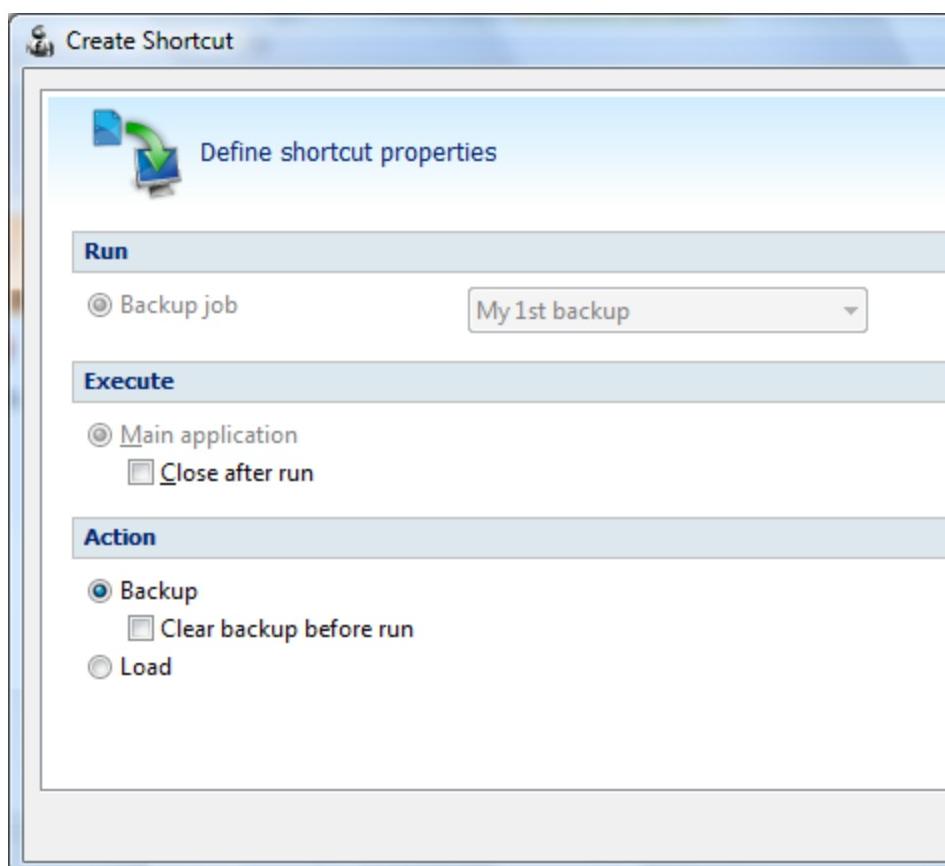
To configure a backup job's appearance (icon and label) in the backup list, you have to open the **Backup Properties** window, switch to the **General** tab, change the name of the backup job.

When right clicking a backup job, a menu is displayed giving the following options:

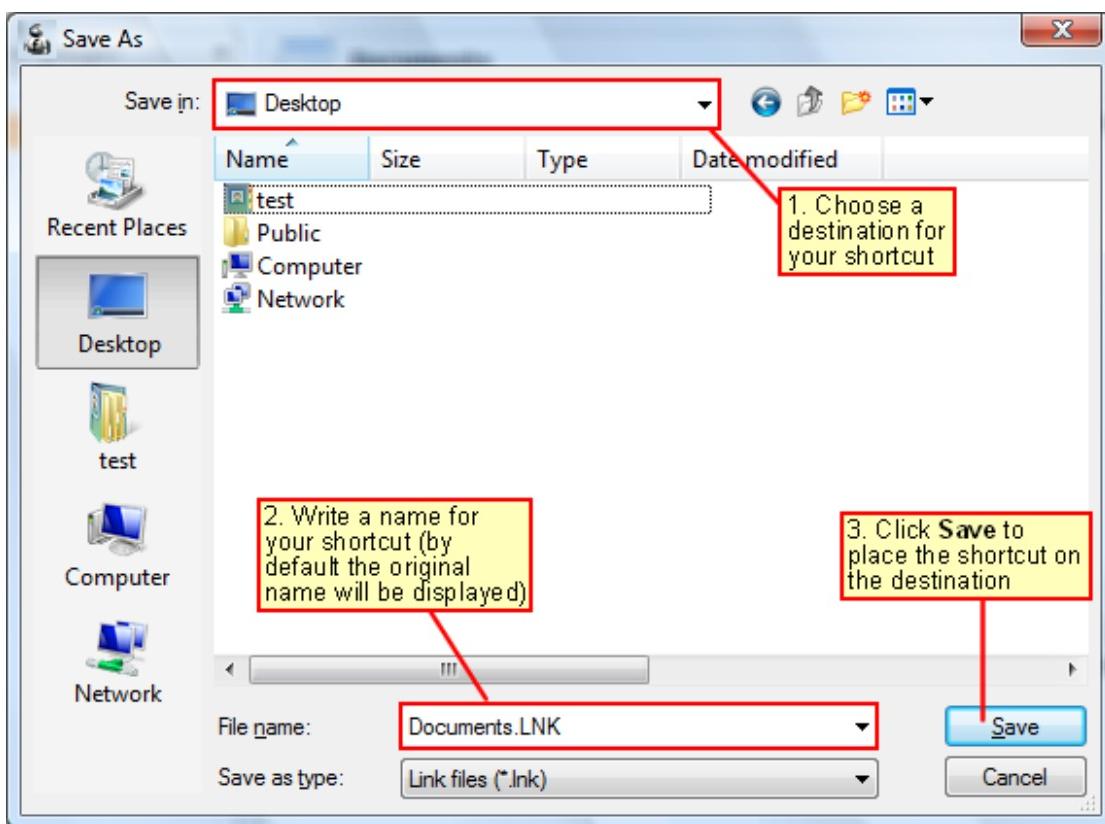
- **Make Backup** - starts the backup process for the selected backup job
- **Make Full Backup** - performs a full backup regardless of the backup type
- **Restore** - opens the **Restore Wizard** window for the currently selected backup job
- **Restore Latest Version** - starts the latest version restore process for the selected backup job
- **Restore Latest Version To** - opens a window to select the folder where you want the backup to be restored
- **Cancel** - aborts current backup process
- **Job Logs** - lets you open and view the **Last Backup Log**, **Last Restore Log**
- **Create Shortcut...** creates a shortcut to the backup job
  
- **Backup <Selected Group Name> Group** - executes all backup jobs from the group
- **New Group...** adds a new group
- **Rename group...** renames the selected group
- **Delete Group** - deletes the selected group and all its backup jobs
- **Create Like** - duplicates a backup job
- **Delete Backup** - deletes a backup job
- **Properties...** opens the **Backup Properties** window

## 4.4 Create Shortcut

The **Create Shortcut** window can be opened from the **File->Create Shortcut...** menu item or by right-clicking the backup job from the backup list and selecting **Create Shortcut...**. It creates a shortcut for the backup job on a designated location and you can simply run the backup job by double-clicking it.



Once you have selected the Action to be performed and the backup job/group to run, press OK to create the shortcut. A window will prompt you to select a name for your shortcut and its destination. Once that's completed, the shortcut will be placed in the selected destination.



## **Execute**

### **Main application**

Option set by default. When you will double-click the backup shortcut, the main application will start and the backup will be executed. Furthermore, if the **Close after run** option is checked, FBackup will be closed after the backup job is executed.

### **Action**

You can select an action to perform when you double-click on the shortcut:

- **Backup**

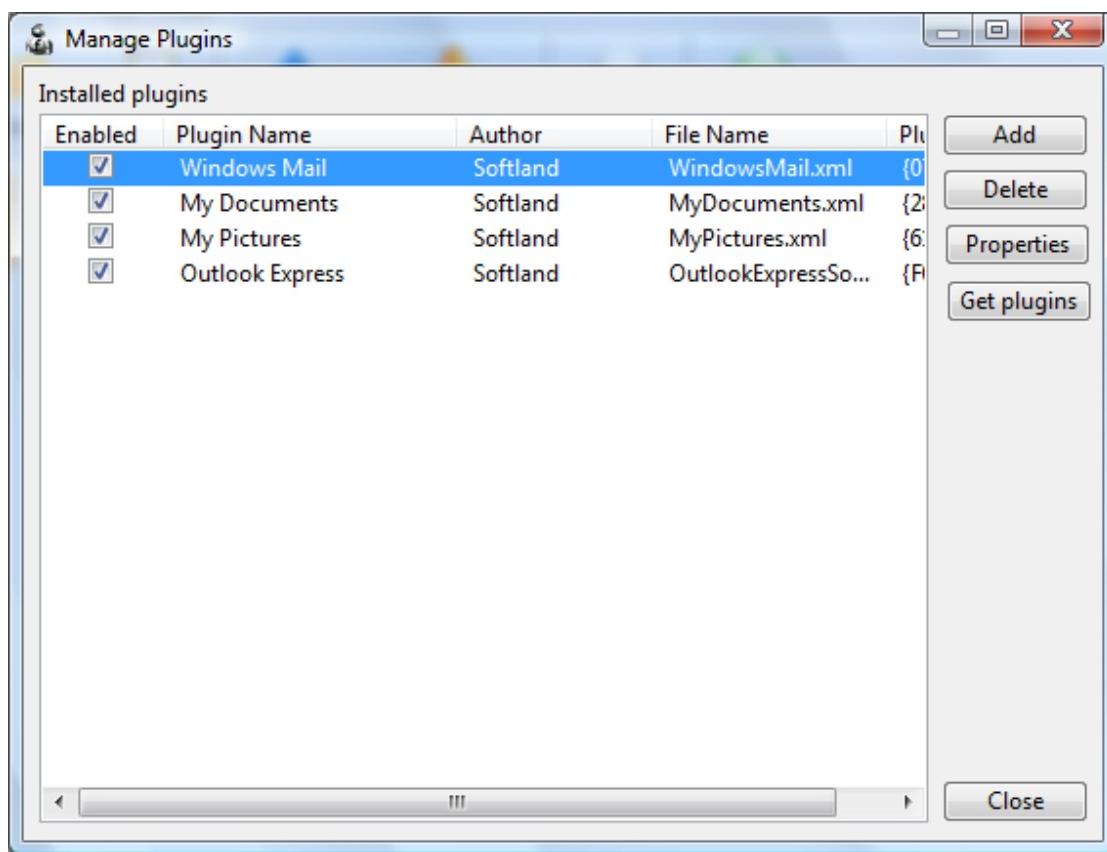
- Clear backup before run**

If this is checked, FBackup will first delete the ".fkc" file and all zip files associated with the current backup job and after that execute the action.

- **Load** - at the scheduled date it opens FBackup and selects the backup job

## **4.5 Plugins**

The Manage Plugins window allows you to add, remove, enable or disable the Backup4ll plugins. After installing a plugin, you can use it on the **What do you want to backup page** when creating a new backup job using the **New Backup Wizard** or on the **Sources** page using **Advanced mode** (Backup Properties).

**Add**

Press this button to install a new backup plugin.

You will be asked to select the plugin file location from your computer. Multiple plugin files can be selected and open.

**Delete**

Use this button to remove one or more selected plugins from the list. This plugins will be removed from the **New Backup Wizard** too.

Please note that if you delete a plugin from FBackup, all backup jobs using that plugin will be removed when you restart FBackup.

**Properties**

Pressing this button will open a window with details about the selected plugin and its creator as: Plugin Name, File Name, Plugin GUID, Company, Company Site and Company E-mail.

**Get Plugins**

Pressing this button will open our internet website on the Free Backup Plugins page. Here you can download plugins to be used when creating backup jobs.

**Close**

Press this button to close the Manage Plugins window.

## 4.6 Logging

FBackup provides a log engine that helps you track the backup, restore operations. It is composed of four subsystems: backup logging, restore logging. Log files are accessible from the **View->Job Logs** menu item. You can also see an "overview" of all three subsystems by selecting

the **View Application Log** menu item.

For each operation the system logs:

- start time and date
- the operation
- errors or warnings
- end time and date

The **Tools->Options->Logs and history** configuration window provides additional options that you can select to further customize the logging process.

### **Content**

#### **Log detailed information**

If this option is enabled, the logs will contain information about every file used in the backup, restore or test process.

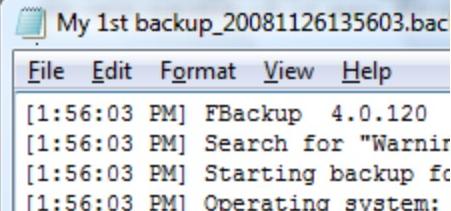
#### **Include summary in log**

If this option is checked, the logs will include all the text available in the **Summary** view.

### **Log folder**

After a long period the application will generate a large number of log files. Since all the log files are stored in the same folder, the system has an option to limit the size of the log folder. Just select **Restricted to** and choose a **Size** and **Unit** for the log folder (default is 10MB). If the log file of the running backup job is larger than the limit, it will still be stored in the log folder. When the same operation will run again, the previous log file will be deleted.

### **Backup Logging**



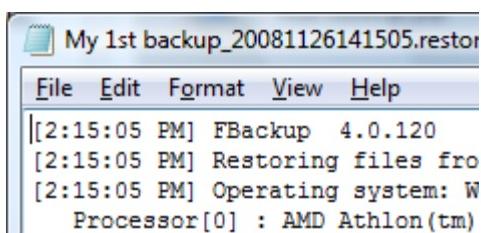
```
[1:56:03 PM] FBackup 4.0.120
[1:56:03 PM] Search for "Warnir"
[1:56:03 PM] Starting backup fo
[1:56:03 PM] Operating system:
```

Logged operations:

- Checking sources/destination
- Creating file list
- Archiving files
- Saving catalog

Other information added to the logs: the total number of files added to backup, the total size of files added to backup and the number of files excluded.

### **Restore Logging**



Logged operation (except mirror backup): **Processing zip file.** The total number of restore files is logged and the start/end time of restoring.

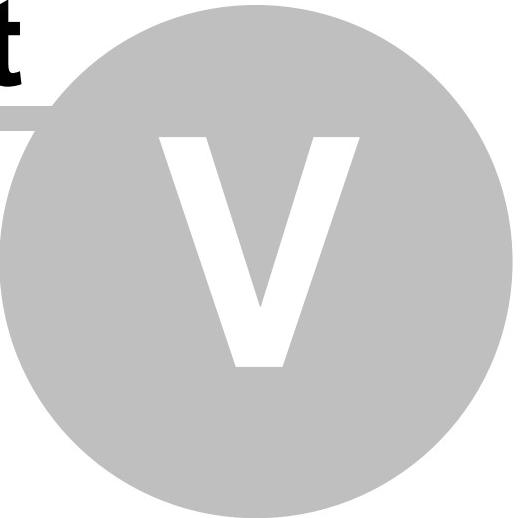
## 4.7 Keyboard Shortcuts

### Keyboard shortcuts configured in FBackup:

-  New backup wizard - **CTRL + N**
  -  Open backup - **CTRL + O**
  -  Backup job properties - **CTRL + P**
  -  Refresh - **F5**
  -  Execute backup - **F6**
  -  Restore - **F7**
  -  Cancel - **F8**
-  Focus menu - **F10**

## **New Backup Wizard**

**Part**



**V**

## 5 New Backup Wizard

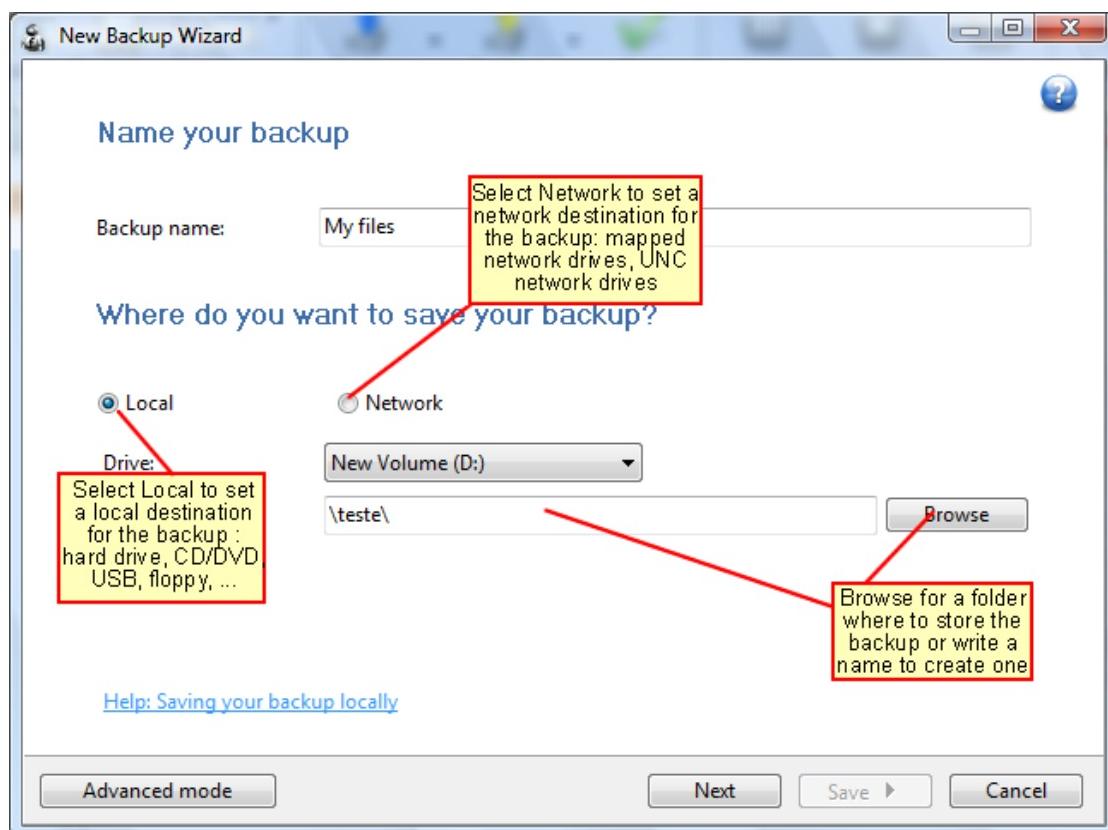
### 5.1 Overview

Using the **New Backup Wizard** you can easily create a new backup job. The steps in wizard must be followed in the given order.

If you want to create a new backup job using advanced options, you can do that by pressing the **Advanced mode** button that will open the **Backup Properties** window. All settings from the **New Backup Wizard** are included in the **Backup Properties**.

### 5.2 Name and destination

In the first step of the **New Backup Wizard** you can configure the backup name and the backup destination.



#### Name your backup

##### **Backup Name**

Enter the name of the backup job. This name will appear in the backup list, right under the chosen picture. This field is mandatory.

The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.

If the destination is on HDD (local), LAN (network) or FTP (remote) the name of the subdirectory and the name of the catalog are always changed, except for the case when you do not have enough permission to rename or some files are locked.

### **Where do you want to save your backup**

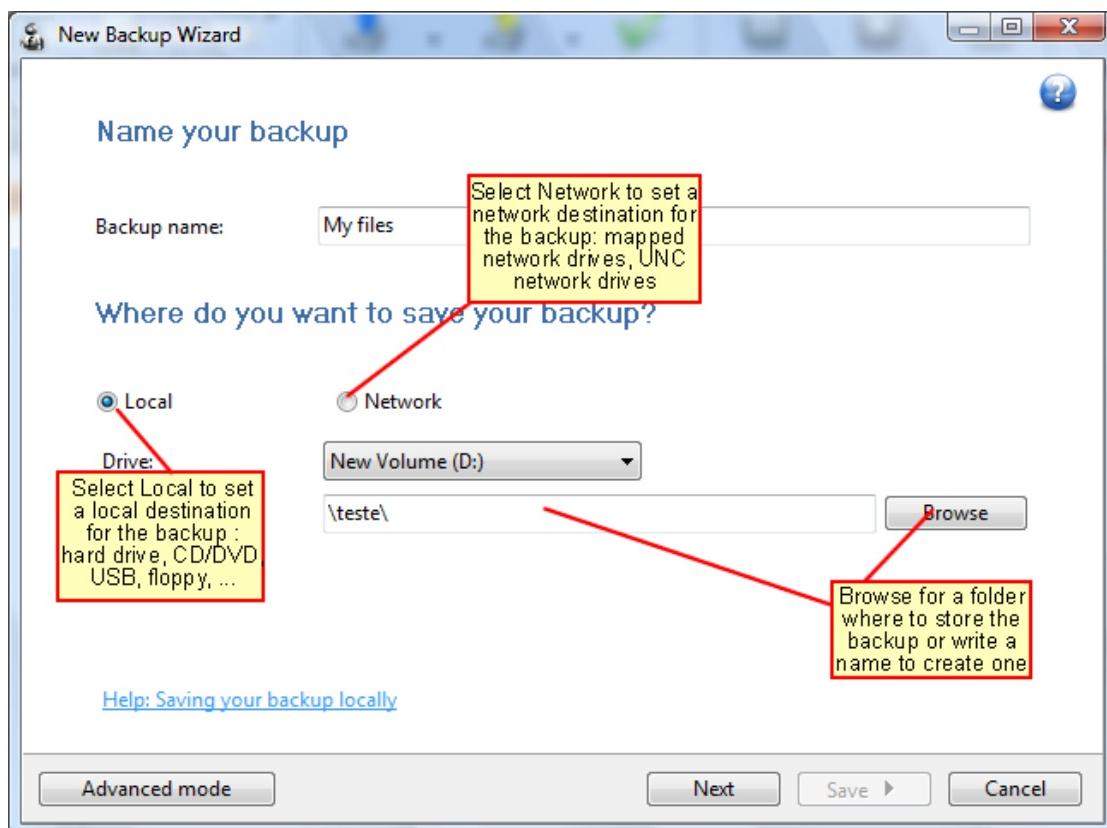
User can select one of the available destinations:

- **Local**: hard disk drive, floppy drive, zip drive, USB drive, mapped network drive
- **Network**: UNC network drive

#### **5.2.1 Local**

You can use a valid local destination for your backup: hard disk drives, floppy disk drives, zip drives, USB drives .

The **Local** option is selected by default when you define a new backup. From the **Drive** list, you can select either one of your hard disk partitions, mapped network drives, the floppy disk. By default, the first partition is selected (usually **C:**).



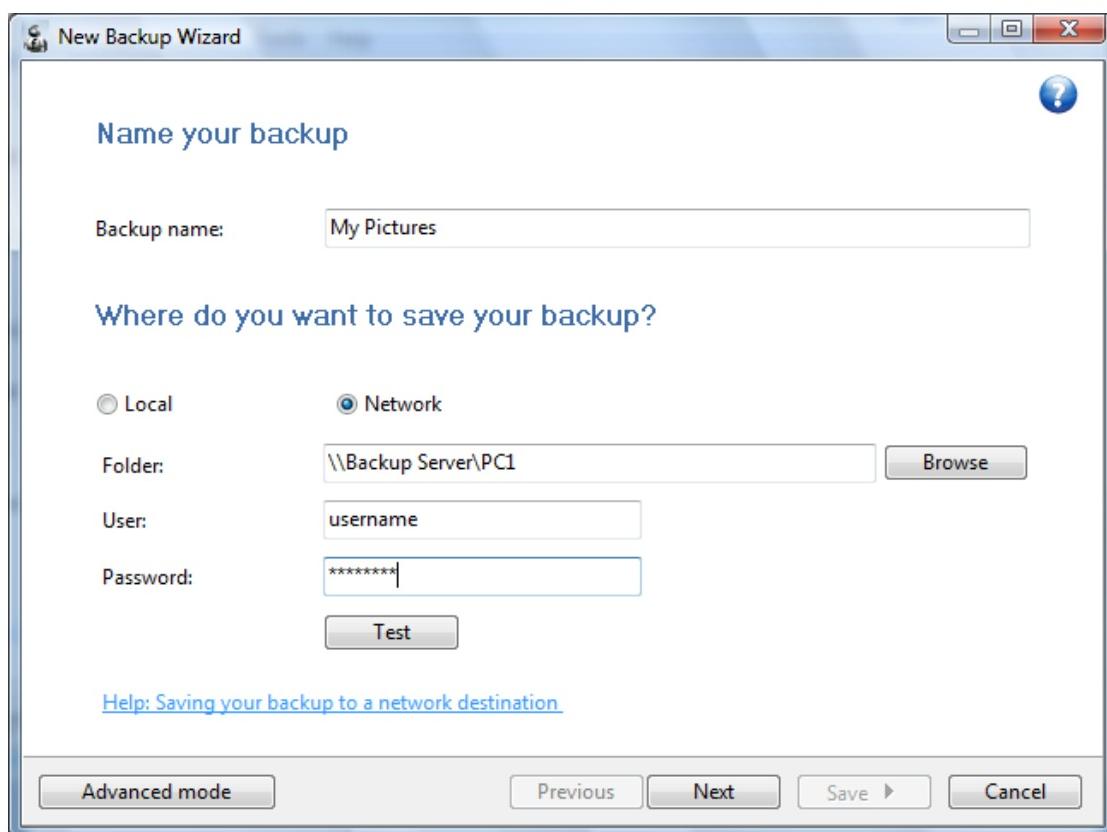
In the **Folder where to perform the backup** field by default it is the path to the **My FBackup 4** folder (`\Users\<user name>\Documents\MyFBackup 4`). You can click on the **Select another destination** icon and browse to a destination folder of your choice where the backup will be stored.

If the destination drive is missing (when the network is disconnected for instance or floppy, CD or

DVD is missing), an error message is shown containing the list of missing drives. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **Tools->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

### 5.2.2 Network

You can use a network destination for your backup by selecting the **Network** option in the **Where do you want to save your backup?** section.



Click the **Browse** button and go through the **My Network Places** to select a destination where the backup will be stored.

You can also enter network paths in the **Folder** field. Only a full path is allowed. For example, suppose **\Backup\_Server\PC1** is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: **\Backup\_Server\PC1\Backup** or **X:\Backup**.

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication. If you are logged in as an user that has rights to write to the specified network destination, you can check the **First use Windows auth.** option. What this option does is that it checks on the network destination if the logged in user has rights to access it.

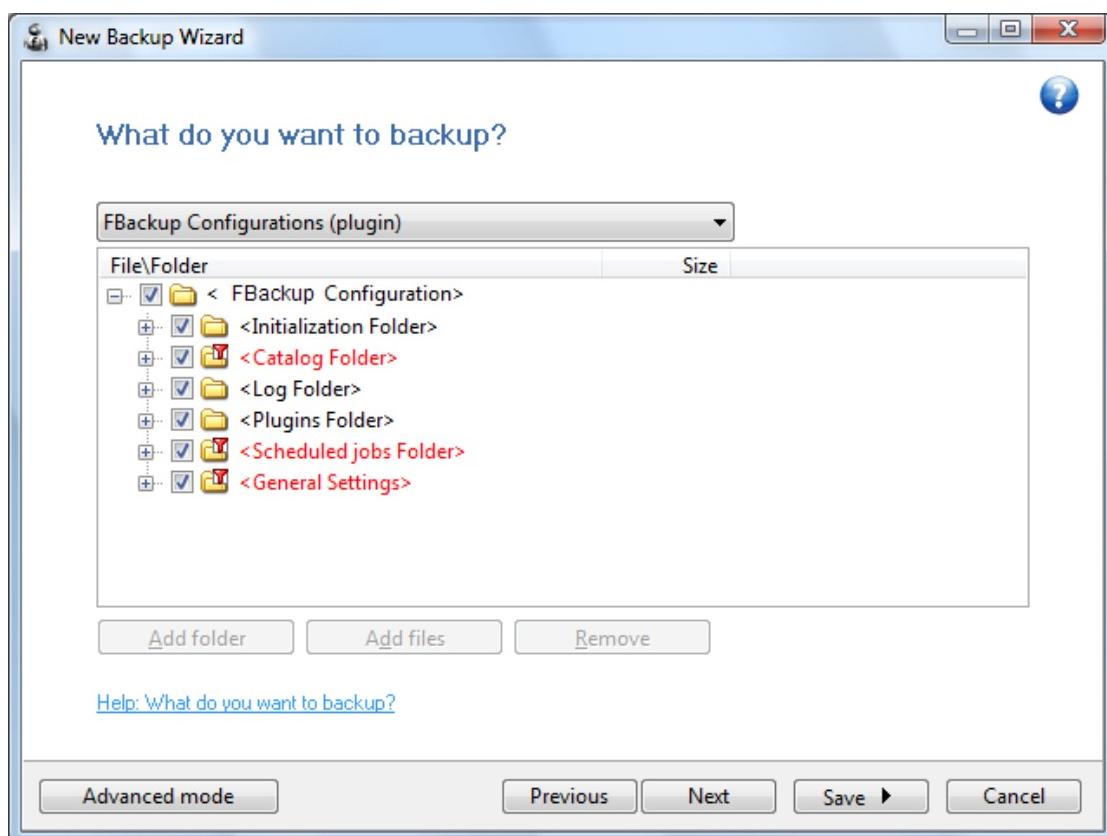
After entering the path and eventually the username and password, use the **Test** button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was

accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied.** In this case you have to either make sure that the entered username and password values are correct, or contact the network administrator to obtain the necessary rights.

If the destination is missing (when the network is disconnected), an error message is shown. The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again.

## 5.3 What do you want to backup?

In the second step of the **New Backup Wizard**, you must select the files and folders to be used by FBackup for the backup.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the thickbox

**You must add at least one file or directory in order to continue with the next step of the wizard.**

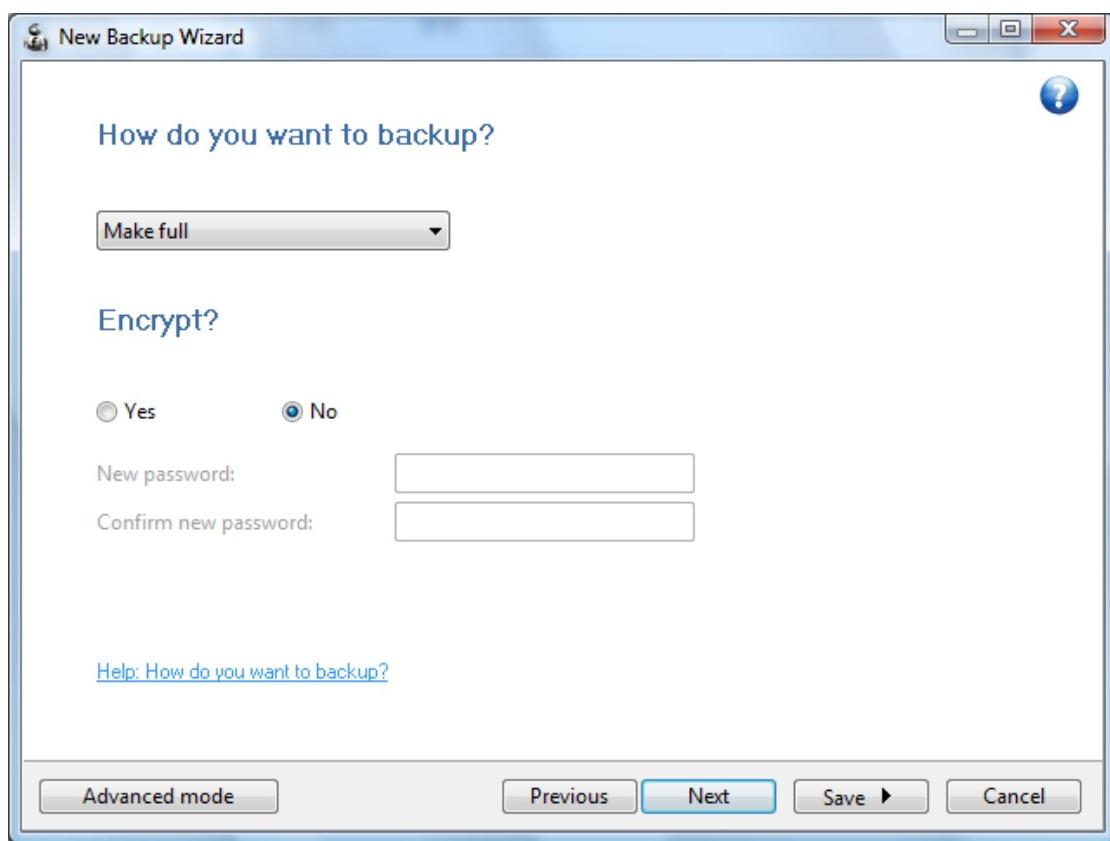
If the source drive is missing (when the network is disconnected for instance or floppy, CD/DVD is missing), a warning message is shown containing the list of missing drives. The user can choose **Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources.

**Tips:**

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **Windows Explorer**.

## 5.4 How do you want to backup?

In the third step of the **New Backup Wizard** you can choose the backup type.



### How do you want to backup?

From the drop-down list, you can choose one of the available options:

- Make full
- Make mirror

#### **Make full**

Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up. Because full backup stores all files and folders, frequent full backups result in faster and simpler restore operations. Remember that when you choose other backup types, restore jobs may take longer.

**Make mirror**

A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer.

If you choose the **Make mirror** option, you can also check the **Compress** option to zip each file individually, preserving the folder structure. This allows you to use the zip compression and encryption features.

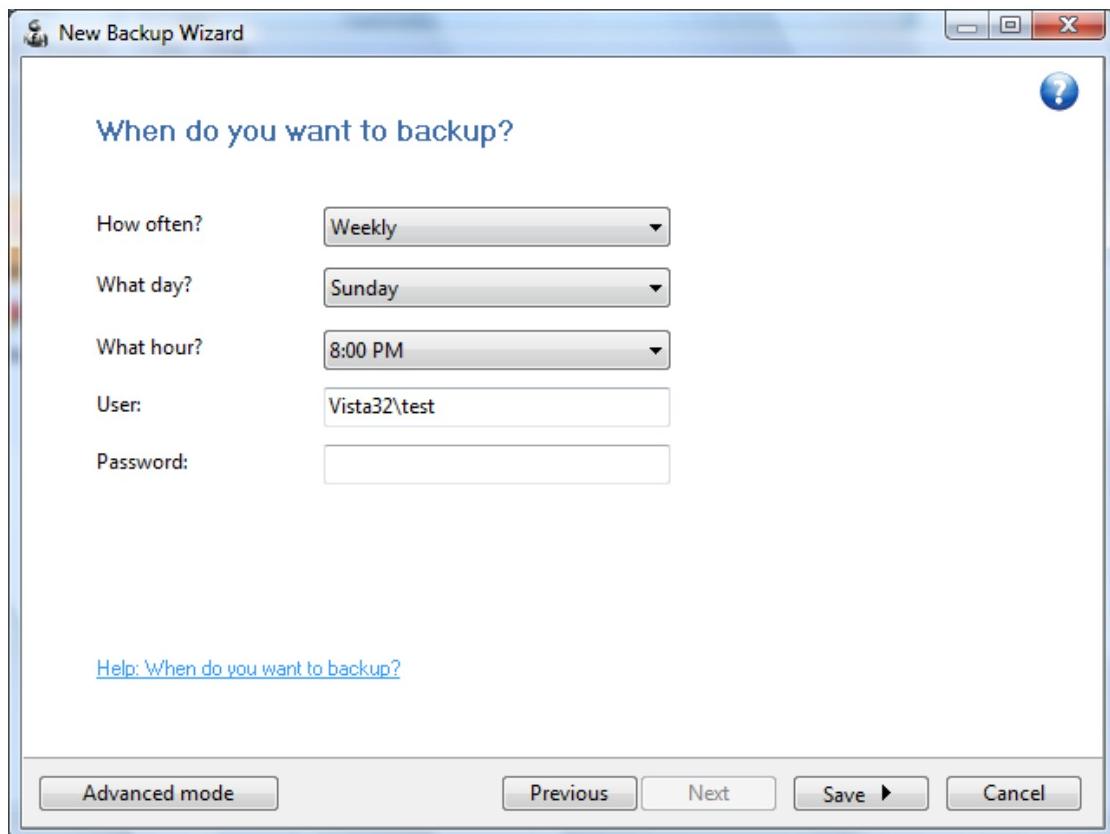
**Encrypt?**

Use this option if you want to add zip protection to your backups. Type the password you want to use for this backup.

The default encryption used is Standard encryption (Zip2 compatible)

## 5.5 When do you want to backup?

On the last page of the **New Backup Wizard**, you can choose **When to run the backup**.

**How often?**

From the drop-down list, you can select one of the available option:

- **Manually** - the backup job will be started manually by the user
- **Daily** - the backup job will be started daily at its scheduled time

- **Weekly** - the backup job will be started weekly at its scheduled time
- **Monthly** - the backup job will be started monthly at its scheduled time
- **Shutdown** - the backup job will be started at the computer shutdown

By default, the selected option is Manually.

#### **What day?**

This field is activated only when the **Weekly** or **Monthly** option is selected in the **How often** list. If the **Weekly** option is selected, you can choose the day of the week when to run the backup. If the **Monthly** option is selected, you can choose the day number of the month when to run the backup.

#### **What hour?**

From this field, you can select the hour for the backup job to start.

#### **User**

In this field, by default, the current logged in user's login name will be displayed.

#### **Password**

If your user account has a password make sure that you enter it by pressing the **Set password** button. We do not save your password but it is needed in order to set up the scheduled task in the **Windows Task Scheduler**. If your user account does not have a password you must select the **Allow blank passwords when scheduling** option from **Tools->Options->Preferences**. Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

## **Backup Properties**

**Part**



**VI**

## 6 Backup Properties

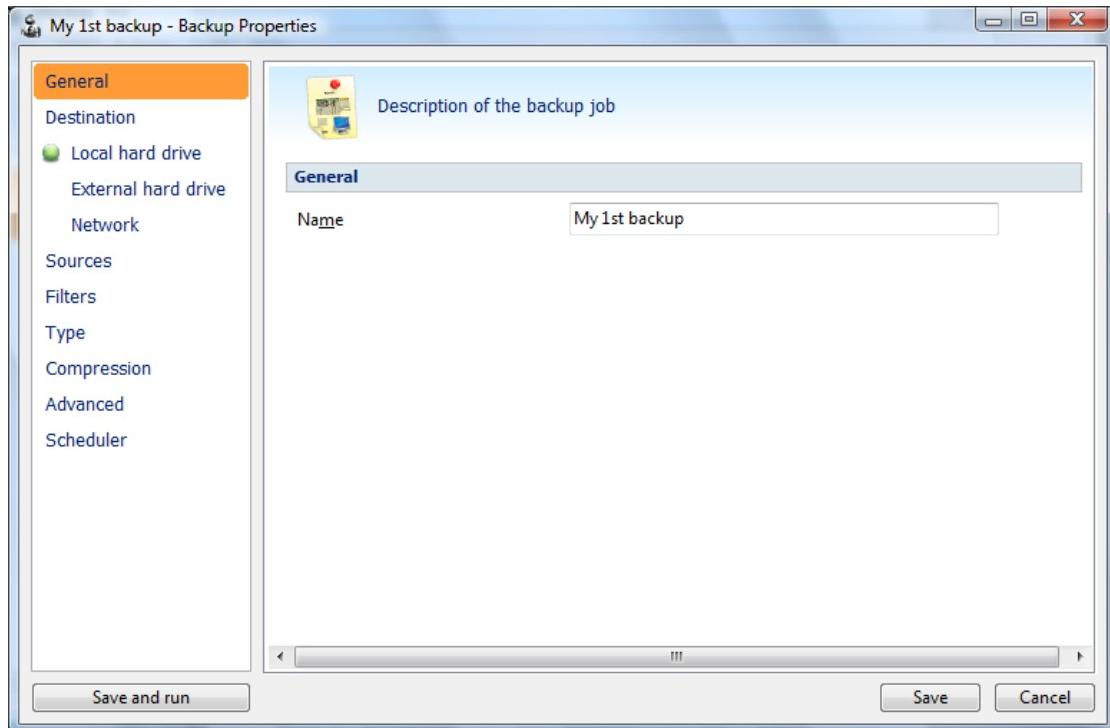
### 6.1 Overview

The **Backup Properties** window can be used to create new backup jobs in the advanced mode, or to edit an existing backup job.

By default, the **New Backup Wizard** will be used to create new backup jobs.

### 6.2 General

The **General** page defines the appearance of the backup job in the backup list.



#### Name

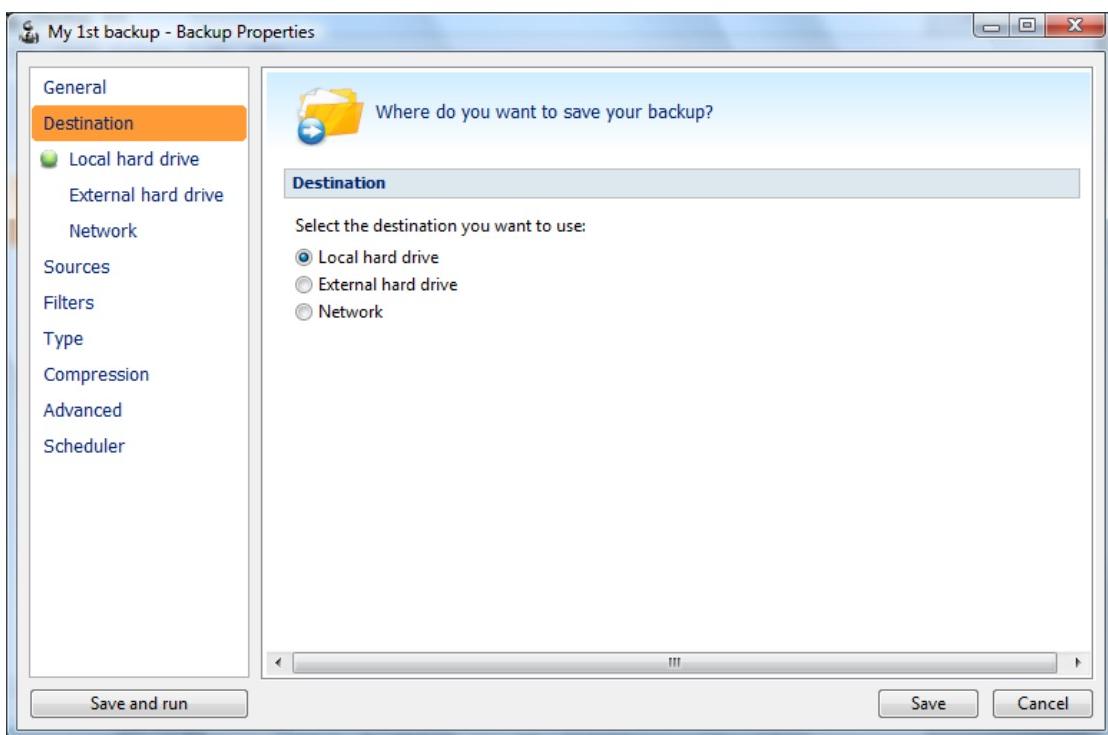
Enter the name of the backup job. This name will appear in the backup list, right under the chosen picture. This field is mandatory.

The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.

If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog are always changed, except for the case when you do not have enough permission to rename or some files are locked.

### 6.3 Destination

The **Destination** page defines where the backup archive will be stored.



### **Destination**

Valid destination types:

- **Local hard drive**
- **External hard drive**
- **Network**

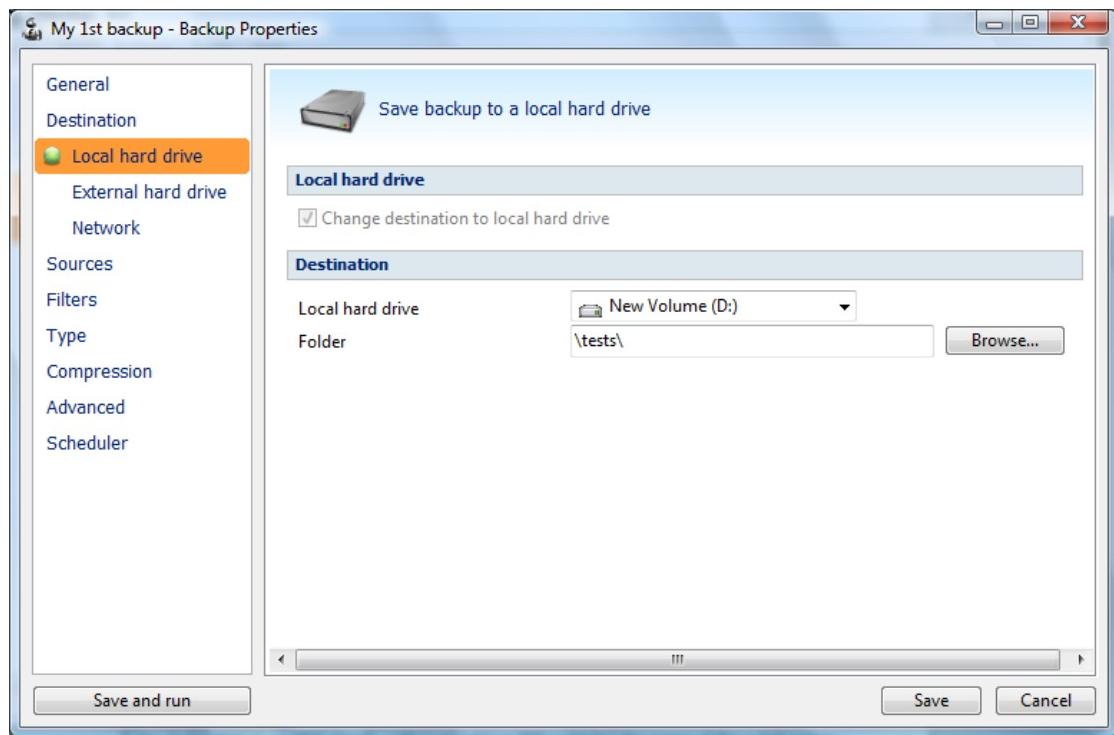
Selecting a backup destination type on the **Destination** page, will enable the options on the corresponding type page.

You can also change the backup destination from any destination type page by checking the **Change destination to...** option.

If you lost your backup job from the backup list and you want to recreate it, you can do so by using the **File->Open backup** option and selecting an existing ".fkc" or ".ini" file. The same action takes place if you double click on the ".fkc" file. A new backup job configuration will be added to the backup list and the configuration of the new backup job is copied from the ".fkc" file.

#### **6.3.1 Local hard drive**

You can use a valid local hard disk destination for your backup. The **Local hard drive** option is selected by default when you define a new backup.



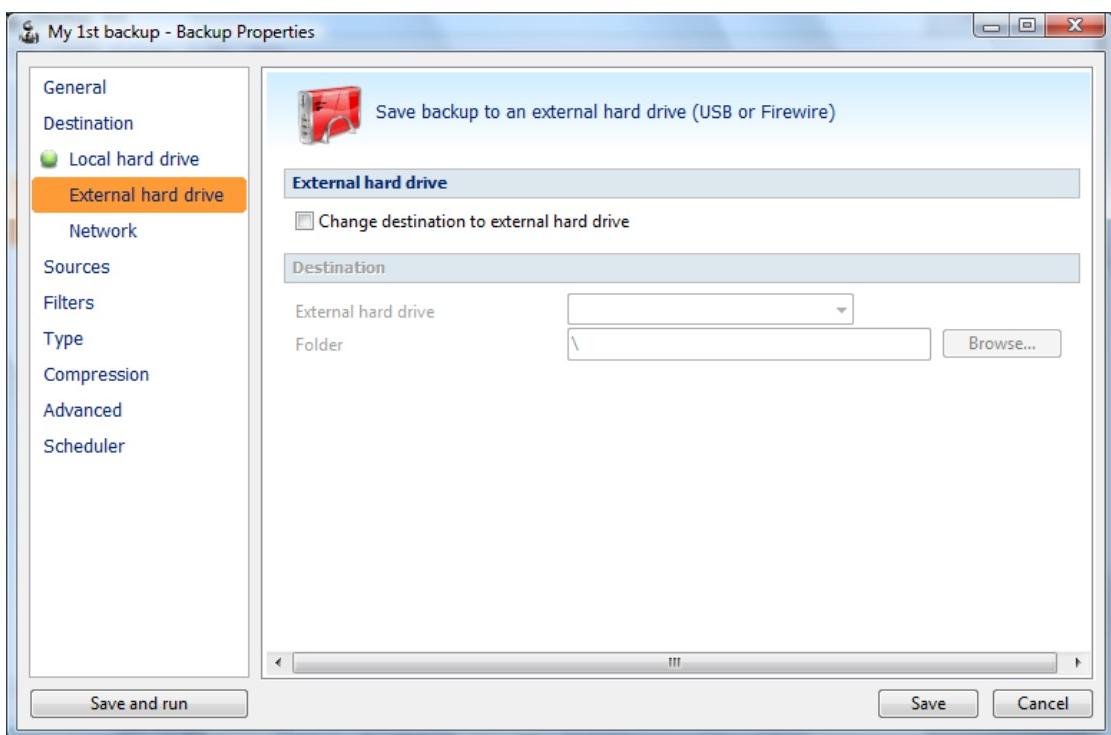
### **Destination**

If the current backup destination is not a local hard drive, you can change it by checking the **Change destination to local hard drive** option.

In the **Folder where to perform the backup** field by default it is the path to the **My FBackup 4** folder (`\Documents and Settings\<user name>\My Documents\MyFBackup 4`). You can click on the **Browse...** button and select a location of your choice where the backup will be stored.

#### **6.3.2 External hard drive**

You can select an external hard drive as destination for backup.



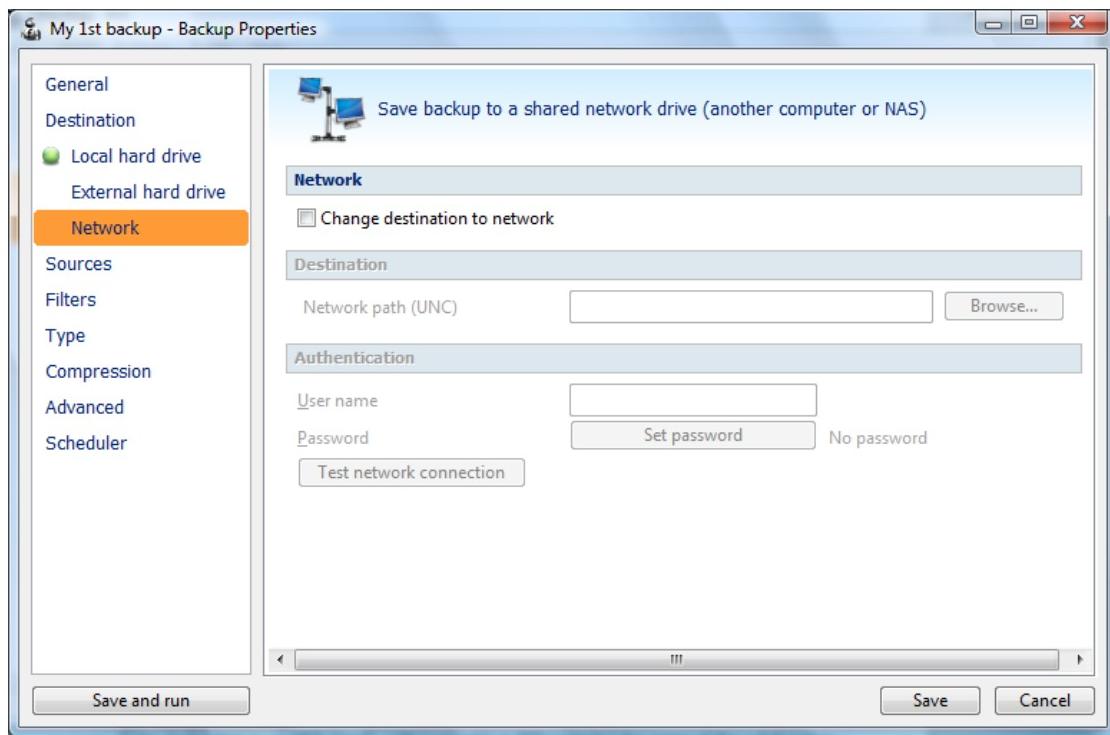
### Destination

If the current backup destination is not an external hard drive, you can change it by checking the **Change destination to local hard drive** option.

From the **External hard drive** list, you can select either an USB or a Firewire external hard drive. You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.

#### 6.3.3 Network

You can choose to save your backup to a shared network drive (another computer or NAS).



### Destination

You can use a network destination for your backup by selecting the **Network** option from the **Destination** window or by checking the **Change destination to network** option from the network page.

Click the **Browse** button to open **My Network Places** and select a destination where the backup will be stored.

You can also enter network paths in the **Network path (UNC)** field. Only a full path is allowed. For example, suppose **\Backup\_Server\PC1** is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: **\Backup\_Server\PC1\Backup** or **X:\Backup**.

### Authentication

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication.

After entering the path and eventually the username/password, use the **Test network connection** button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied**. In this case you have to either make sure that the entered username/password values are correct, or contact the network administrator to obtain the necessary rights.

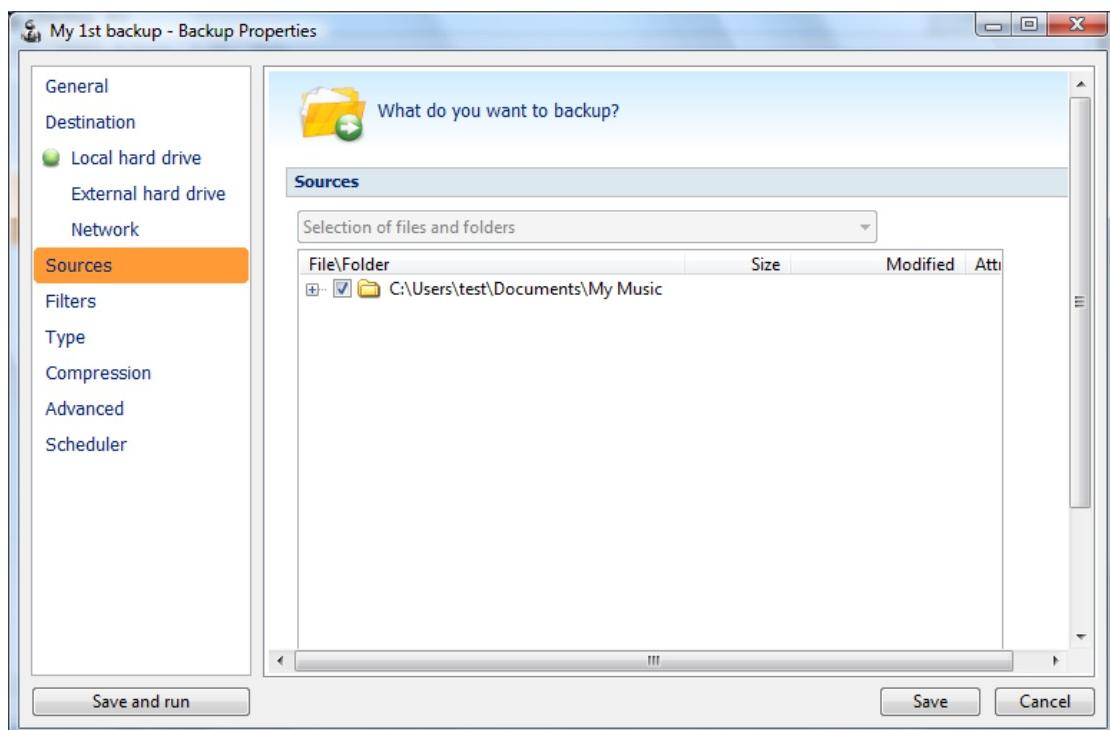
If the destination is missing (when the network is disconnected), an error message is shown.

The user can choose **Cancel** to stop the backup process or **Retry** to check the network

connection again.

## 6.4 Sources

The **Sources** page defines what files and folders will be used by FBackup for the backup.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the thickbox
- select all files and folders by pressing the **Check all** button
- unselect all files and folders by pressing the **Uncheck all** button

### **At least one source must be added to the backup job.**

If the source drive is missing (when the network is disconnected for instance or floppy, CD/DVD is missing), a warning message is shown containing the list of missing drives. The user can choose **Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources.

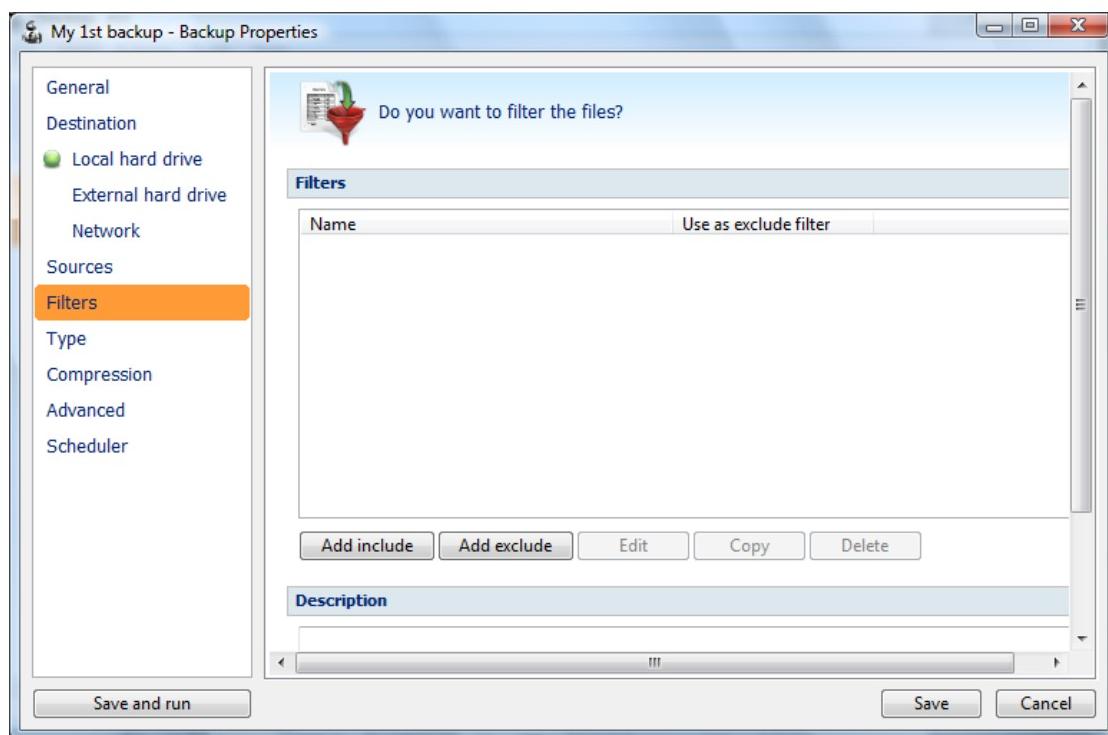
### **Tips:**

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **Windows Explorer**

## 6.5 Filters

The **Filters** page defines files and folders filters to be applied to backup sources. Only files and folders that match the filters will be added to backup.

You can use the **Add include** and **Add exclude** buttons to add filter rules for the current backup job.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will be excluded.

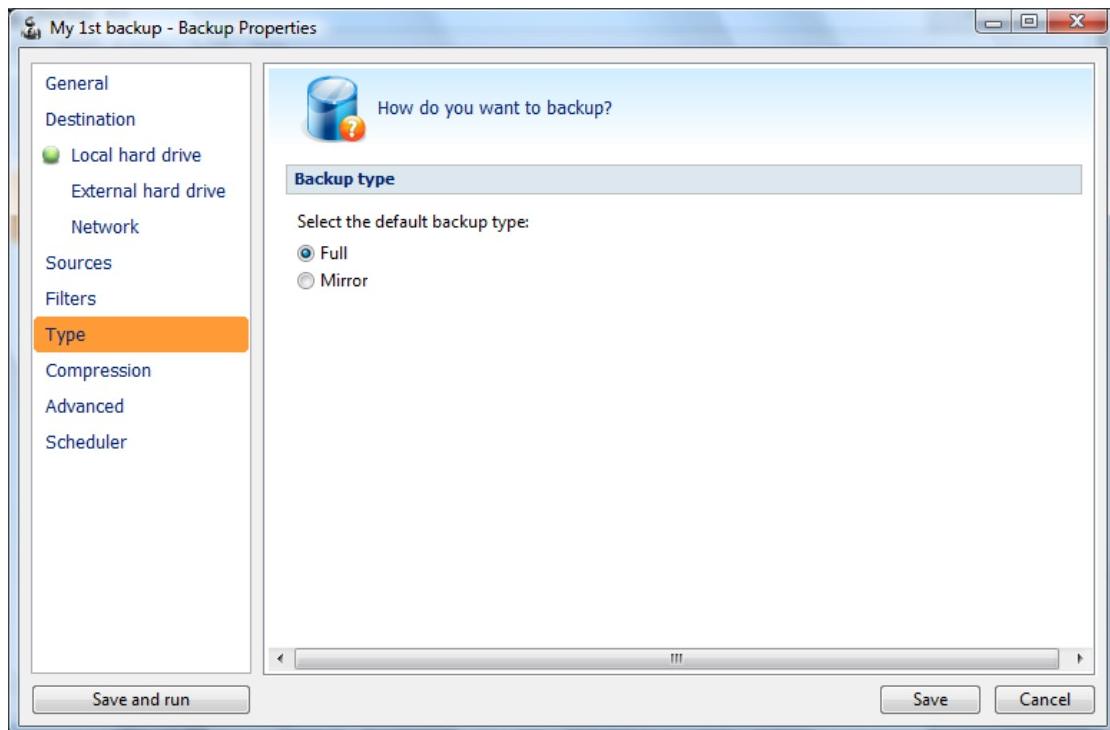
Include and exclude filters are composed from filter restrictions. Two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be included in the backup. Two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new Filter Properties window from where you can add a new include restriction to the filters list.
- **Add exclude** - this will open a new Filter Properties window from where you can add a new exclude restriction to the filters list.
- **Edit** - will open the selected filter's properties window. You will be able to modify the selected restriction.
- **Copy** - this will create a copy of the selected filter.
- **Delete** - will remove the selected filter from the list of include or exclude filters.

## 6.6 Type

### Backup type



User can select one of these backup types:

- Full
- Mirror

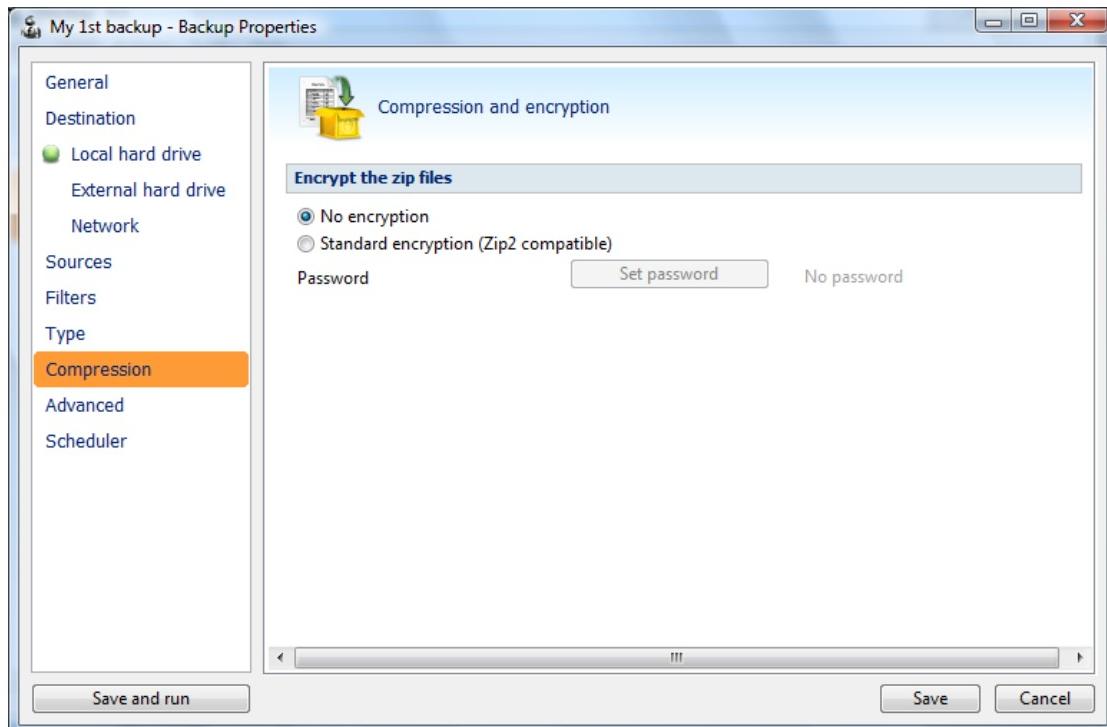
The backup type can be changed from the **Type** page in **Backup Properties**.

Full backup backup use zip compression to reduce the size of the stored backup versions.

The mirror backup type creates in destination an exact copy of the source file without zipping them.

## 6.7 Compression

On the **Compression** page, you can configure the compression and encryption settings.



### Encrypt the zip files

#### **No encryption**

The zip files created are not protected by password for unauthorized access.

#### **Standard encryption (Zip2 compatible)**

This is the standard Zip 2.0 encryption: an older encryption technique that provides relatively weak security compared to AES encryption. Zip 2.0 encryption format cannot provide protection from individuals with access to specialized password recovery tools. Its advantage over AES encryption is the compatibility with all third party zip applications.

#### **Set password**

After you press this button, a windows with the following fields will appear:

- **New password**  
Manually enter the password you want to use for your zip files in this field
- **Confirm new password**  
Re-enter the password in this field to avoid typing errors.
- **Old password**

This field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field. This way only the owner of the backup will be allowed to change the password.

The system makes it possible to set different passwords for the same backup job, so the backup may contain zip files with different passwords.

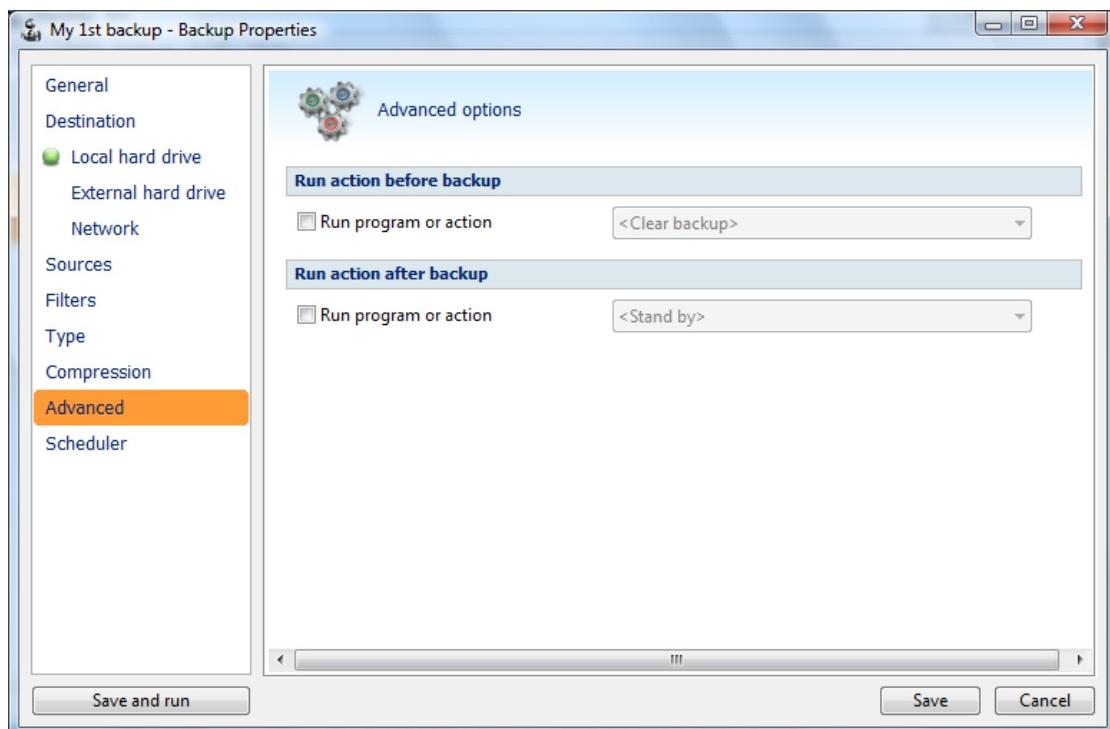
#### **Tips:**

- when choosing a password, it is recommended that you use a combination of letters and numbers and at least 8 characters.
- FBackup does not store passwords. Make sure that you remember all passwords that have

been used for a backup job, or you will not be able to restore your files.

## 6.8 Advanced

Options on this page affect the way a particular backup job is executed.



### Run action before backup

#### **Run program/action**

Check this option and select one of the predefined actions or choose a different executable file.

You can either enter directly the path to the program (has to be between quotes) or click the  button to browse for the file. FBackup waits until the action is finished before proceeding with the actual backup process.

The **<Clear backup>** predefined action deletes the ".fkc" file and all zip files associated with the current backup job.

### Run action after backup

#### **Run program/action**

Check this option and select one of the predefined actions or choose a different executable file.

You can either enter directly the path to the program (has to be between quotes) or click the  button to browse for the file. FBackup does not wait for the action to be finished before proceeding.

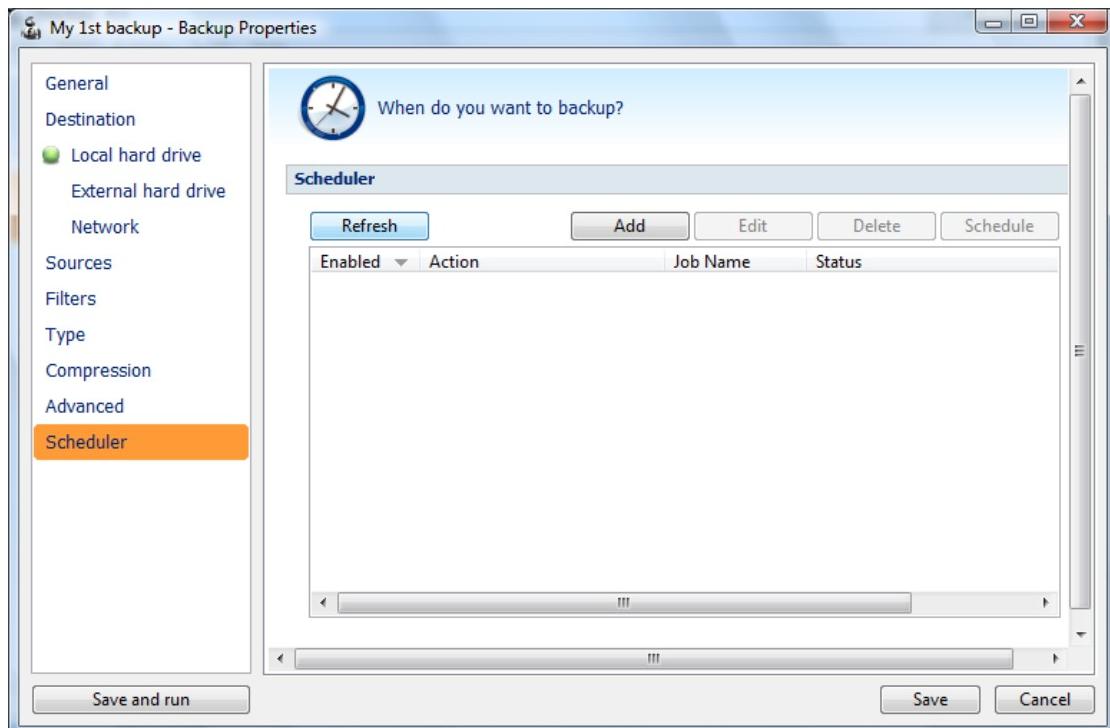
Available predefined actions:

- <**Stand by**> - The computer will enter in the **Stand by** state after the backup is executed.
- <**Hibernate**> - Computer enters in **Hibernate** (if available) after the backup execution.
- <**Log off**> - **Logs off** current user.
- <**Shut down**> - **Shuts down** the computer after the backup was executed.

## 6.9 Scheduler

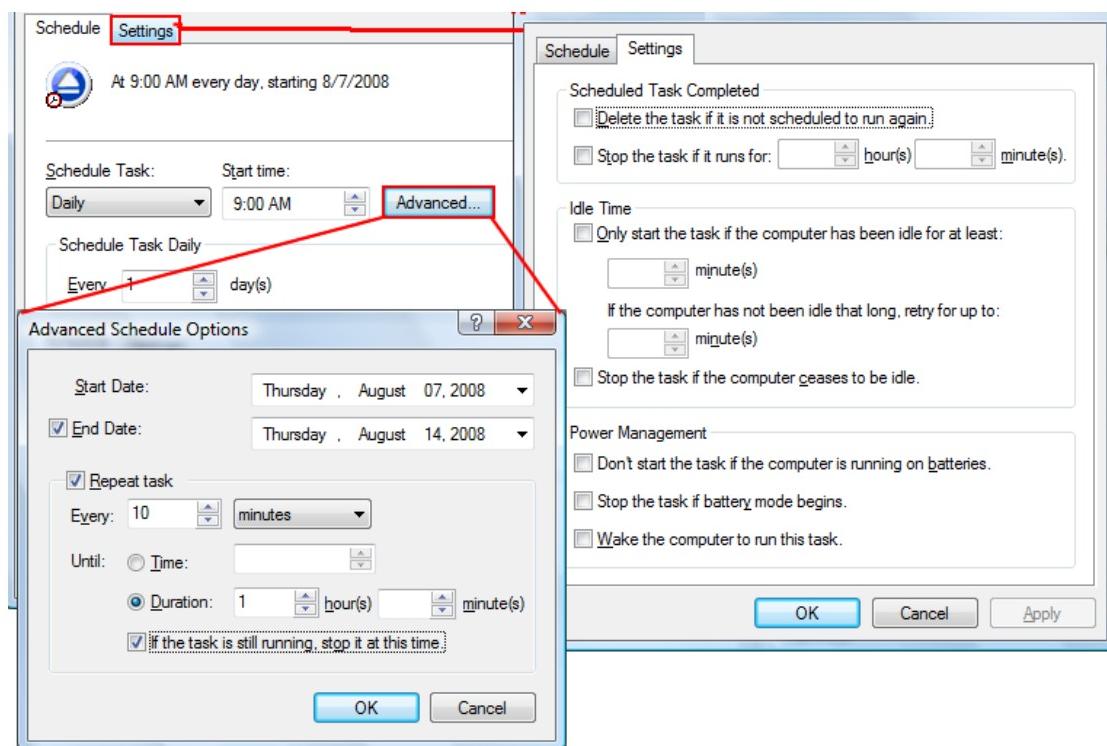
### Scheduler

**Scheduler** lists all the available information about the scheduled tasks and allows you to Add, Edit, Delete and Schedule new tasks. This only applies to the current backup job.



Right-clicking an existing scheduled task (or using the top buttons) will display the following options:

- **Add** - opens the Scheduler Properties window and allows you to add a new scheduled task
- **Edit** - opens the Scheduler Properties window where you can edit selected the scheduled task
- **Delete** - removes the selected scheduled task
- **Schedule** - opens the Windows Scheduled Tasks properties window that allows you to set the time and frequency for the selected scheduled task.



- **Refresh** - refreshes the scheduled tasks list

There are several columns in the **Schedulers** window that provide information for each scheduled task:

- **Scheduler** - shows the scheduler type: Windows, Standalone or Shutdown.
- **Enabled** - if the checkbox is marked then the scheduled task will run, if is unchecked it will not be executed
- **Action** - shows the type of action associated with the scheduled task (default, full)
- **Job Name** - shows the task name assigned by the scheduler
- **Status** - displays the status of the scheduled task
- **Next Run Time** - calculates the next date and time when the scheduled task will run.
- **Last Run Time** - shows the last date and time when the scheduled task ran.
- **Schedule** - shows the type of schedule selected for the task

The scheduled tasks in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide columns (except the Enabled which are grayed out).

### 6.9.1 Scheduler Properties

The **Scheduler Properties** window will be displayed when you click on the **Add** or **Edit** button in the main **Scheduler** window or in the **Scheduler** page of the **Backup Properties**. This allows you to add or edit a scheduled task for the current backup job.

**Execute**

- Main application  
 Close after run

**Action**

- Backup**  
 Clear backup before run  
 Load

**Execute****Main application**

This is the option set by default. If FBackup is closed when a scheduled task needs to be executed, the main application starts and the task runs. Furthermore, if the **Close after run** option is checked, FBackup will be closed after the task is executed.

**Action**

You can select an action to perform when the scheduled task for the current backup job runs:

- **Backup**

**Clear backup before run**

If this is checked, FBackup will first delete the ".fkc" file and all zip files associated with the current backup job and after that execute the scheduled backup.

- **Load** - At the scheduled date it opens FBackup and selects the backup job

## **Restore Wizard**

**Part**

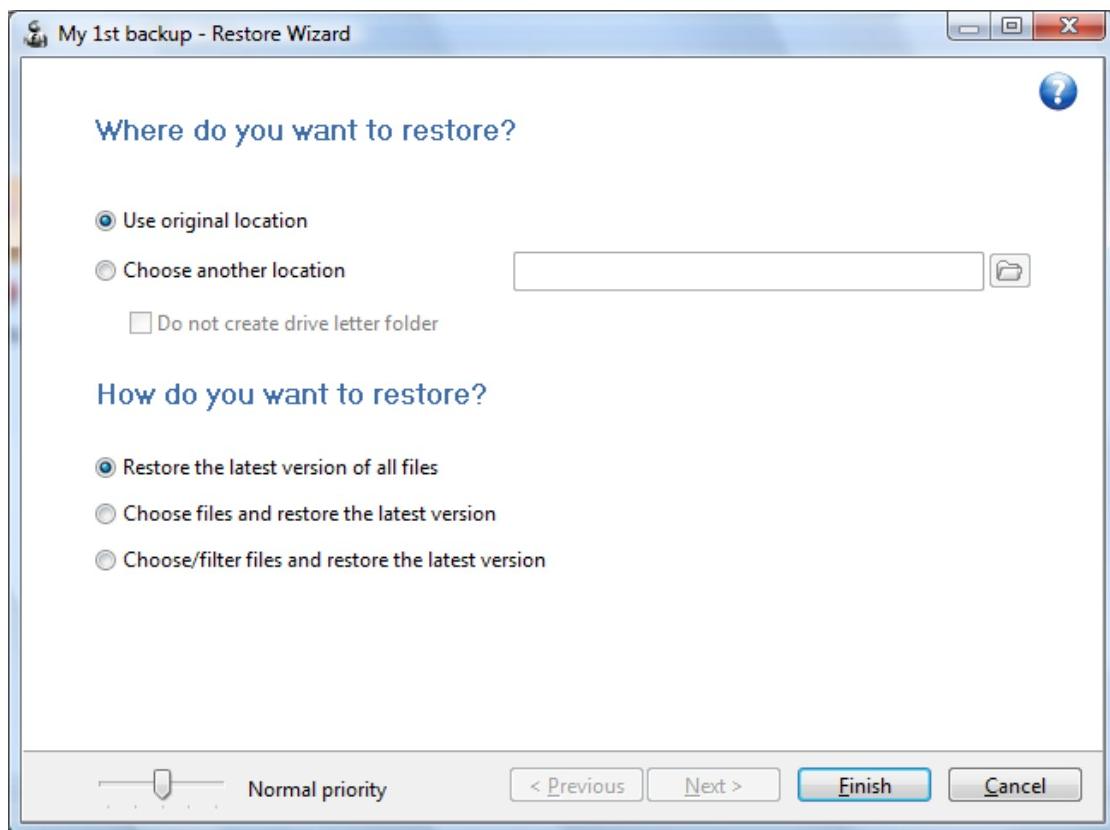


**VIII**

## 7 Restore Wizard

### 7.1 Where and how to restore

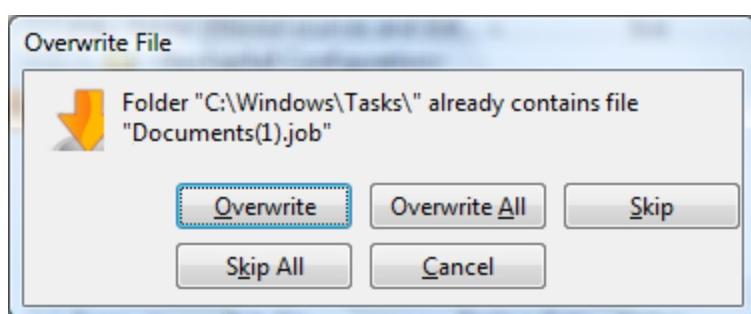
Using the **Restore Wizard** you can restore from a backup job. In the first step you can choose the destination, the priority of the execution and customize the restore operation if you wish.



#### Where do you want to restore?

##### **Use original location**

Copies the files from the zip backup into the original location. If a file with the same name already exists, a dialog will be shown prompting for an action before the restore can continue.



##### **Choose another location**

Copies files from the zip backup to a different folder. If selected, you can choose a different folder to restore files from the backup.

**Do not create drive letter folder**

If checked, FBackup will restore the files in the designated location using the original directory structure. If you select this option and you have files from multiple drives, some files might get overwritten. For example, if you backed up your **Documents and Settings** folder from your **C** drive, when you restore it to a different location having the **Do not create drive letter folder** unchecked, FBackup will first create a folder named **C** and in it place the **Documents and Settings** folder. If you would have checked the **Do not create drive letter folder** option, the folder named **C** wouldn't have been created.

**How do you want to restore?****Restore the latest version of all files**

FBackup will restore the latest version for all the files in the backup.

**Choose files and restore the latest version**

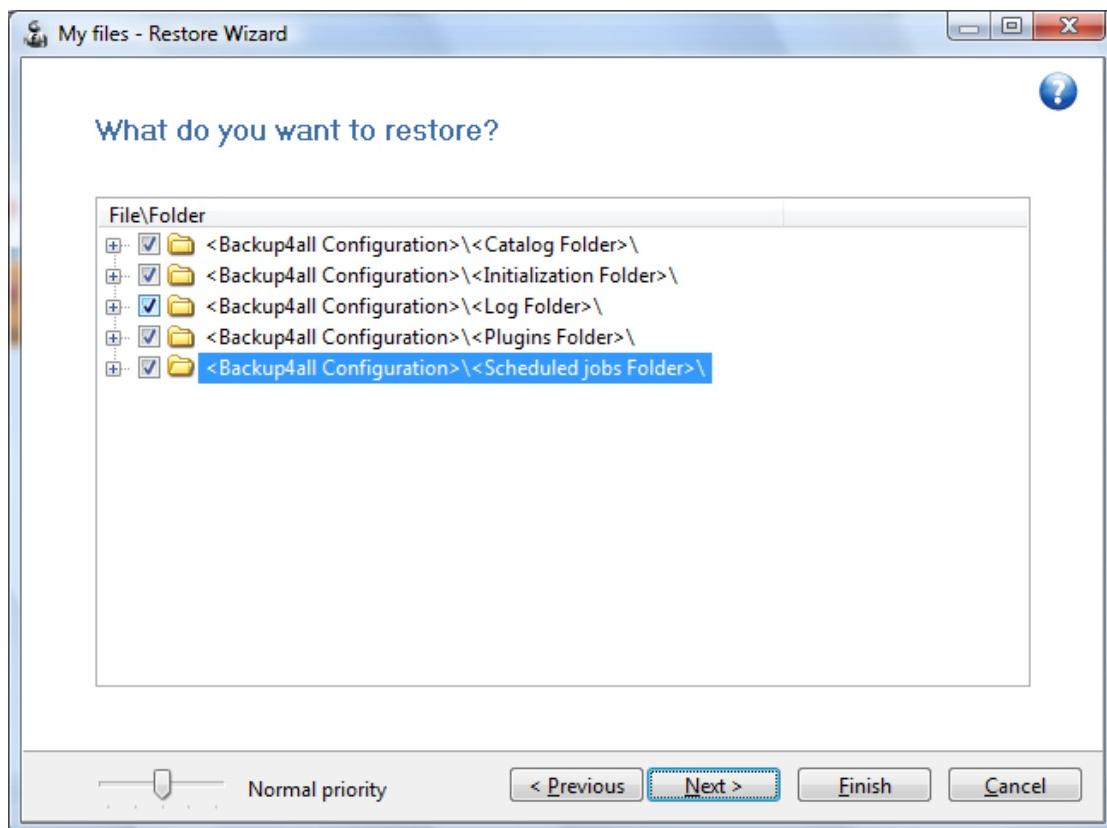
FBackup will restore the latest version for all the files in the backup. You will be able to filter the files using the **Preview** page.

**Choose/filter files and restore the latest version**

FBackup will restore the latest version of the files. Files that are excluded from backup are not restored. Check the status of the files in the **Explore** view of the main screen.

## 7.2 What do you want to restore

This is the second step of the **Restore Wizard**. It appears only for **Choose files and restore from the latest version**, **Choose/filter files and restore the latest version** options.



You can uncheck the files you don't want to restore. By default, all files are checked.

Information provided for each file:

- **File/Folder** - Name of the file/folder
- **Size** - Size of the the file
- **Modified** - Date and time when the file version was last modified (at backup execution)
- **Backup no.** - The last backup number containing the file

The file versions in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **File/Folder** column which is grayed out).

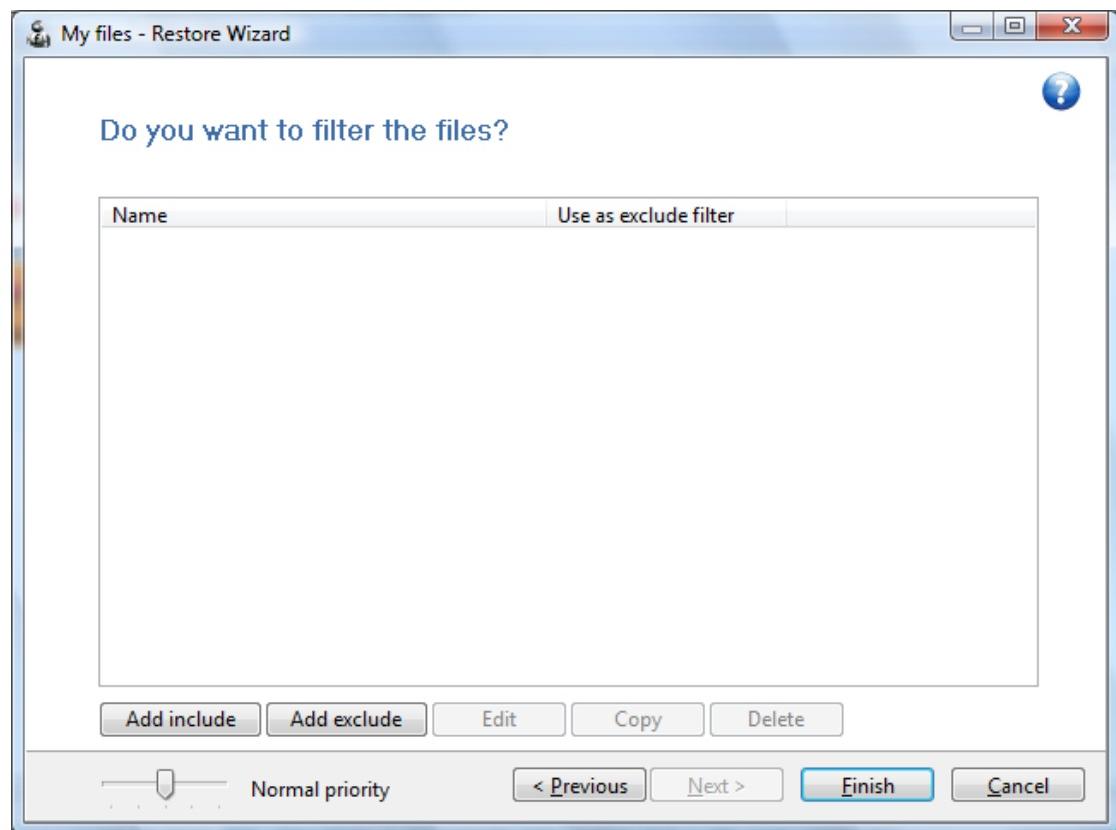
### 7.3 Do you want to filter the files

This is the third step of the **Restore Wizard** for **Choose/filter files and restore the latest version** restore type. You can filter the files to be restored.

Its behavior is the same as the **Filters** page of the **New Backup Wizard** or the **Backup Properties** window, except that the process is restore and not backup.

The **Filters** page defines files filters to be applied to files that are going to be restored. Only files and folders that match the filters will be restored.

You can add include or exclude filters. By default all files are included in the list to be restored.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will not be processed by the system.

Include and exclude filters are composed from filter restrictions:

- two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be restored.
- two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

The exclude filters have the **Use as exclude filter** box checked.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new window from where you can add a new restriction to the list of include filters.
- **Add exclude** - this will open a new window from where you can add a new restriction to the list of exclude filters.
- **Edit** - will open the same window as **Add**, with the selected filter's properties. You will be able to modify the selected restriction.
- **Copy** - will create a copy of the selected filter.
- **Delete** - will delete the selected filter from the list.

## **File Filtering**

# **Part**

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# **VIII**

## 8 File Filtering

### 8.1 Overview

File filtering in FBackup provides an intuitive way to define what files and folders to back up or restore.

#### **Select Folders and Files for filtering**

The files can be filtered when added to backup. On the Backup Properties->Sources page each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

After applying filters, each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

#### **Filter**

The role of the filter is to restrict the files from the sources or destination that will participate in the backup or restore process. The filter actually consists of two filters: the include filter and the exclude filter.

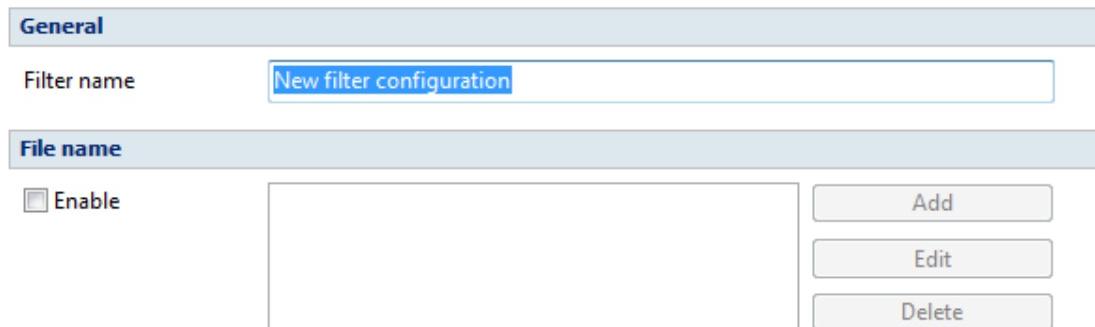
**Include** filter shows which files will be included in the backup or restore process.

**Exclude** filter shows the files that will be excluded from the backup or restore. If the "Use as exclude filter" box is not checked, it means that filter is an include one.

By default, the filter are defined as include filters and the "Use as exclude filter" box is unchecked.  
If no filters are defined, then all the files and folders from the sources will be backed up or restored.

### 8.2 File Filter

The **Edit file filter item** window is shown every time a file filter restriction is added or modified. It can be opened by pressing the **Add** button from the **Filters** page (New Backup Wizard, Backup Properties, Restore Wizard window or Tools->Options) or the **Edit** button (if filters are already defined).



## **General**

In the **Filter name** field you can type the name of the created filter. By default, the "New filter configuration" name is assigned. If you use an existing filter, the name of that filter is used.

## **File name**

Enabling this will allow defining filters based on file name pattern.

Press **Add** and select an existing file extension from the **Filter** combo (\*.doc, \*.pdf, \*.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

**File name patterns** can include:

- \* - it matches one or more letters. For example **a\*.doc** matches all files that start with **a** and have **.doc** extension
- ? - it matches only one letter. For example **a\*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

## **Options**

# **Part**

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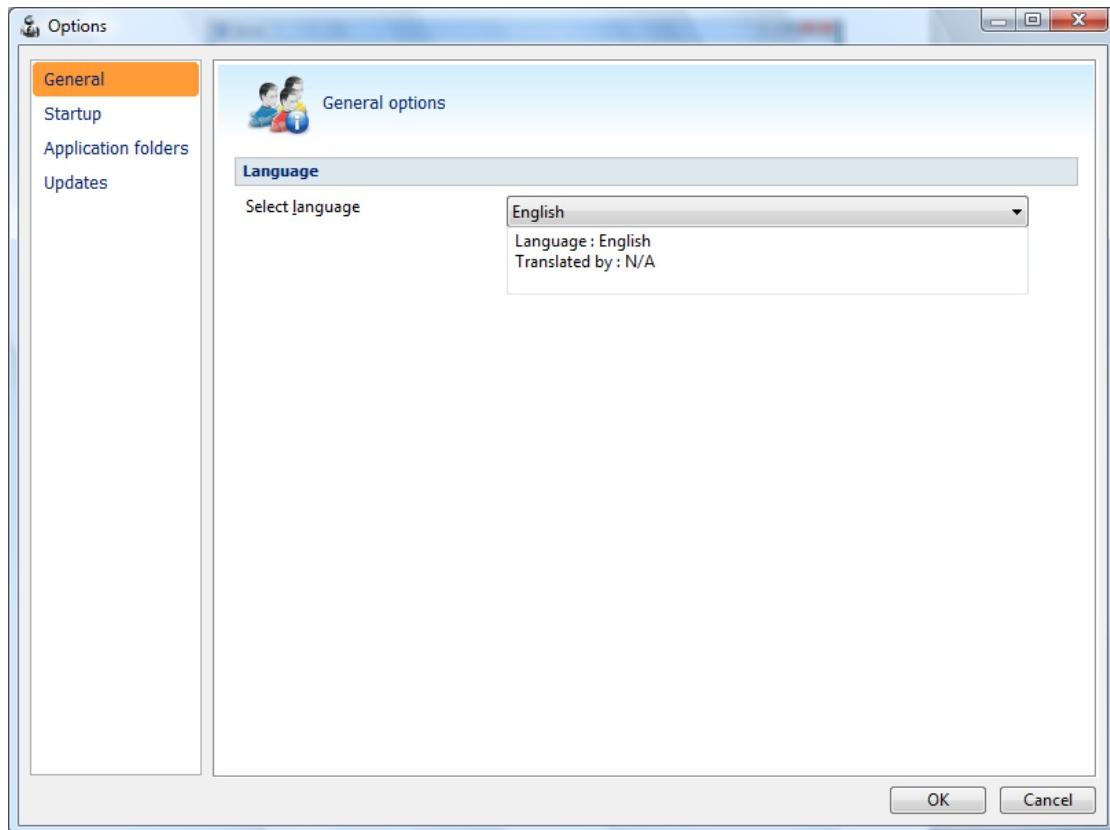


**IX**

## 9 Options

### 9.1 General

The **General** page of the **Options** window (accessible from the Tools, Options menu item) contains general settings of the program.



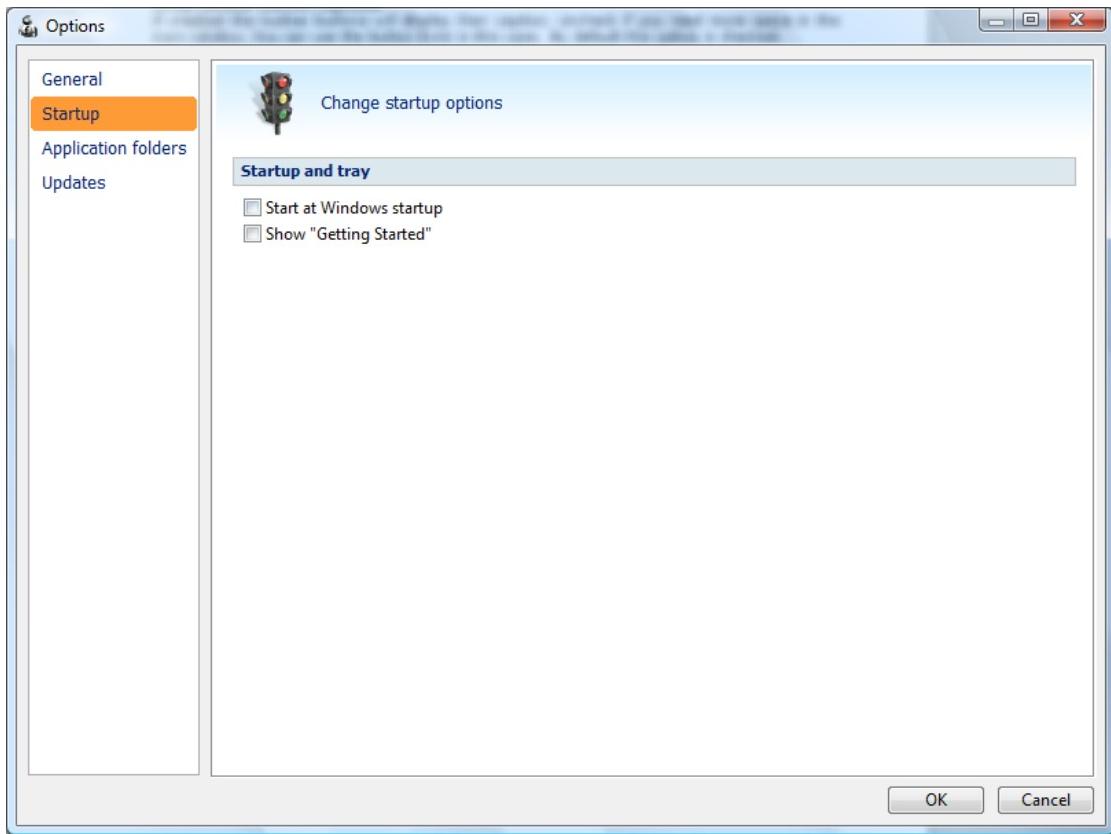
#### Language

In the **Language** section you can select the language of the program interface by choosing another one from the drop down list. Only the languages that were installed with the program are displayed. The language of the interface changes only after the **Options** window is closed by pressing the **OK** button. The selected language is kept as long as you don't change it or it becomes invalid due to software updates.

The text box below the **Language** field shows details about the selected language (like translator name and contact information).

### 9.2 Startup

The **Startup** page of the **Options** window (accessible from the Tools, Options menu item) contains startup related settings of the program.



### Startup and tray

#### **Start at Windows startup**

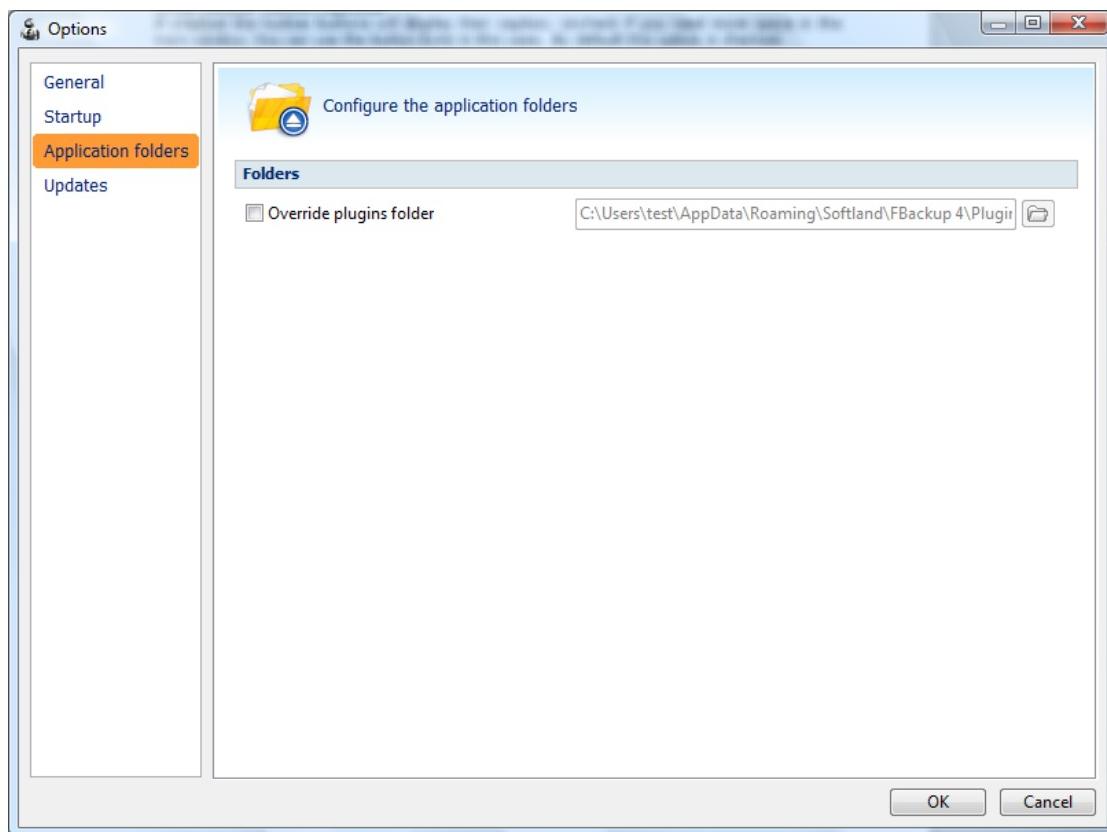
If checked the program is started when Windows starts using the window state set in the **Visualization mode** group. By default this option is not checked.

#### **Show "Getting Started"**

If checked, the "Getting Started" window is displayed when you start FBackup.

## 9.3 Application folders

The **Application folders** page of the **Options** window (accessible from the Tools, Options menu item) contains general settings of the program.

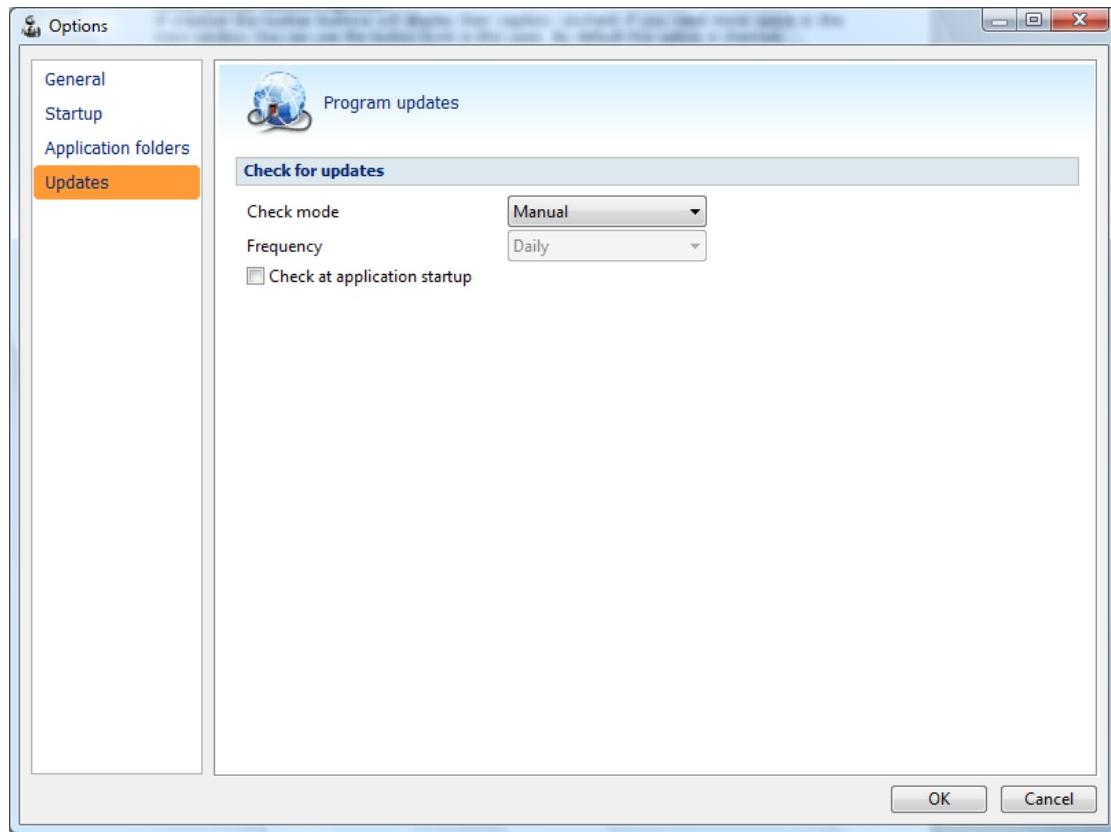


### Override plugins folder

This is the folder where the plugin files are saved. You can use the Browse button to select an existing folder. By default this option is set to the "Application Data\Softland\FBackup 4\Plugins" folder of your Windows login account profile.

## 9.4 Updates

On the **Updates** page of the **Options** window (accessible from the Tools, Options menu item) you can configure FBackup when to check for updates.



### Check for updates

#### **Check mode**

User can choose one of these modes:

- **Manual** - user will manually check for new updates. This option is selected by default.
- **Reminder** - the program will remind you with the selected frequency to check for new updates
- **Automatically** - the program will automatically check for new updates with the selected frequency.

#### **Frequency**

User can set the frequency for FBackup to remind or to automatically check for new updates.

#### **Check at application startup**

If checked, the program will check for new updates at application startup.

**Help**

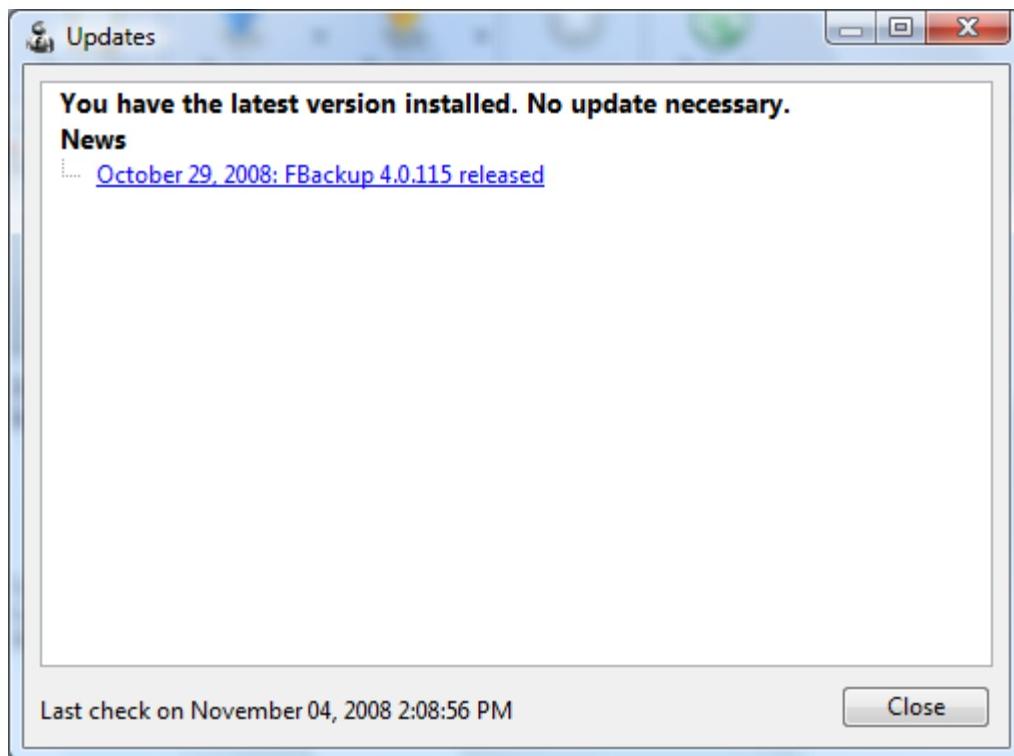
**Part**



**X**

## 10 Help

### 10.1 Check for Updates



You can manually check for updates from **Help -> Check for Updates**.

In the **Upgrade** window, you can see if there are any updates available and what is new in the update.

### 10.2 About

The About page of FBackup contains information about the version and edition you have installed

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